JUNIOR SUPERVISOR - LONG BEACH MALL, WESTERN CAPE

TITLE

JUNIOR SUPERVISOR

REPORTS TO

CONTRACT MANAGER

JOB SUMMARY

Act as a link between management and the staff members on site. Ensure a productive workflow by establishing work planning and monitoring staff performance.

RESPONSIBILITIES

Staff supervision

- Advise the Contract Manager on staffing needs and replacements
- Set out daily tasks for staff
- Recommend shifts and revise schedules if needed
- Conduct weekly meetings with staff to get weekly feedback

SHEQ

- Responsible for maintaining good housekeeping standards inside and outside the waste area
- Report all incidents, spills and near misses
- Ensure that spills are cleaned up
- Ensure that the staff wear the correct PPE

Reports

- Daily attendance register report
- Daily shift report
- Provide a report on all baled material within the different waste streams on a daily basis
- Monthly production (bale count) report
- Monthly production report for Sorters

Production

- Ensure that all staff work as productively as possible
- Book daily collections on the collections app

- Implement and supervise the workflow, reporting procedures and systems
- Identify cost reductions to increase productivity
- Coordinating and enforcing systems, policies and procedures
- Ensure a safe and clean work environment by educating and directing personnel on the use of all control points, equipment and resources
- Ensure that no load is loaded without the PO number provided by the Senior Contract Manager
- Monitor and supervise all processes regarding the collection or delivering of material, such as number of bales and value of load
- Monitor the average weight of all baled material
- Monitor the weights of the cages collected from sites on a daily basis
- Report any challenges with collections to the Senior Contract Manager

Equipment and maintenance

- Report breakdowns to the Senior Contract Manager
- Follow up on repairs to be done on the equipment
- Ensure that everyone stop using the baler if a technical issue arises
- No tools or foreign objects must be placed close to the conveyer
- Ensure that the shift does not start bailing until the baler and conveyer are cleaned according to the checklist

COMPETENCIES

- Ability to delegate
- Ability to coach staff
- Ability to work under pressure
- Verbal communication skills
- Ability to adapt to changing work requirements and situations
- Group orientated leadership
- Ability to listen and create an environment of trust for staff members
- Problem solving skills and the ability to identify opportunities for process, system and work area improvement
- Planning and organizational skills
- Excellent work ethic
- Computer literate

REQUIREMENTS

- Matric / grade 12
- Minimum of 1-year supervisory experience is required
- Must have a valid Forklift license
- Excellent knowledge of different waste material streams
- Clear criminal record

Employment will be implemented in accordance with the Employment Equity Act.
Only Applicants considered for the role will be contacted.

Closing date: 10 November 2026
Should you wish to apply, please forward a copy of your CV to recruitment@wasteplan.co.za