

## Role Profile

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**Job Title:** Packhouse Supervisor  
**Department:** Packhouse  
**Reports To:** Packhouse Manager  
**Ref:** Ref-168, V1 – 06 July 2021

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### Role Overview

Together with the other Packhouse supervisor, you are responsible for the personnel and daily running of the Packhouse. Everything is in compliance with high standards of quality and safety, at the lowest possible cost.

### Main Duties

The deliverables of Packhouse Supervisor role include:

- Ensure that all work is carried out in accordance with the company's food & safety policy, all other related legal requirements and the customer's requirements.
- Ensure that all requirements of the food and safety policy of the company are respected in order to promote the achievement of a high level of health and safety standards through the proper execution of the work and thorough investigation in the event of accidents
- Ensure that matters that are in breach of business rules and standards are addressed or reported to the management team when they fall outside of the responsibility of the Packhouse Supervisor.
- Ensure that the work that falls under the control of the Packhouse supervisor is proportionate to the business rules to achieve high levels of customer service.
- Organize, motivate and control the packaging team to minimize costs by effectively controlling the team, maximizing productivity, minimizing non-productive time and absenteeism within company policies and company procedures.
- Organize, motivate and monitor personnel to ensure maximum use of all raw materials to reduce wastage to the lowest attainable level in line with productivity.
- Carry out the random & routine checks which are necessary to ensure that the product is packaged and handled in accordance with the requirements of the company and the customer.
- Ensure that all data - particularly those resulting in product audits - are accurate.
- Ensure accurate registration and distribution of up-to-date information regarding the presence of each team member.
- Handle complaints from staff in a fair and reasonable manner.
- Ensure further development of the team by identifying areas for improvement for the individual members of the team, set goals and regularly performing assessments.

- Together with the Trainee QA manager ensure that the QC staff performs adequate control of the product and that all Packhouse employees are well aware of the quality requirements.

### **Competencies to perform the role**

- Has strong leadership skills
- Good communicative skills
- Is aware of the needs of the customers
- Has a proactive attitude and shows own initiative.

### **Experience and Qualifications**

- Minimum 3 years' experience in a management position within the food industry.
- Have experience in managing 40-50 employees through a 7-day schedule.
- Have experience with supplying large supermarkets.
- Having experience with continuous improvement is desirable.
- In possession of driving license
- A good command of the English language in word and writing, Polish / Bulgarian is a plus.

### **Other significant role requirements**

- Prepared to work in weekends and public holidays.