

## Role Profile

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**Job Title:** Meat Free Production Supervisor  
**Department:** Mon Bio  
**Reports To:** Powder and Meat Free Production Manager  
**Ref:** Ref-178 V1– 13 August 2021

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### Role Overview

Reporting to MBio's Powder and Meat Free Production Manager this role will be responsible for production the production of meat free products at the Knockaconny site. This includes responsibility for optimising production and staff 'deployment and control' on a daily basis ensuring the efficient servicing of customer orders with a strong focus on staff Health and Safety, product availability, production yields, traceability checks, distribution efficiency and packing capacity.

### Main Duties

The Production Supervisor will be responsible for:

- Co-ordinate the production of meat free products to production targets.
- Identify opportunities to optimise and improve production efficiencies
- Responsible for meeting production deadlines by planning, scheduling, executing, and directing production activities
- Ensure all quality controls in respect to raw materials, process flow, finished products, packaging and environmental matters are adhered to strictly.
- Supervision of the meat free production operative team, planning staffing schedules and ensuring relevant training where necessary
- Implement and monitor hygiene best practice throughout the site.
- Enforcement of Health and Safety guidelines
- Compliance with internal and external regulations
- Escalation of any non-conformances to Site Production Manager / Operations Manager and Monaghan Mushrooms Quality Team. This must include in particular any evidence of unsafe or out of specification product or raw materials
- Ensure the highest standards of product integrity
- Other associated duties

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role:

- Have the ability to work under pressure
- Must have a good understanding of quality Standards.
- Must have good communication skills (both written and verbal)
- Be highly self-motivated with the ability to create a teamwork culture
- Must be a team player
- Be results driven

- Have strength of mind and determination
- Be organised and efficient and be able to work to tight deadlines while also being flexible towards their work.
- Be highly organised and detail orientated
- Ability to achieve ambitious deadlines in a fast paced environment.
- Strong attention to detail
- Flexible approach to working hours/routine

**Experience and Qualifications:**

- Must have level 6 on NFQ (or equivalent) scale.
- Minimum 1 years proven supervisory experience
- Working knowledge of the Food Industry would be an advantage
- Must have previous experience of managing multiple staff on a 7 day rota
- Experience of using M.R.P. systems is desirable
- Experience of Continuous Improvement is desirable
- Good computer skills
- Fluent in English
- Knowledge of food production by recipe is desirable.

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact