

Role Profile

Job Title: Production Manager (including Trainee Production Manager)
Department: Packhouse
Reports To: Packhouse Manager
Ref:

Role Overview

Under the direction of the Packhouse manager, the Production Manager will be a key member of the Packhouse management team. The Production manager will work with the Packhouse management team to achieve KPI targets within the Packhouse as a whole. Within this the Production manager will be responsible for a business Unit on the Packhouse floor. They will be responsible for the management of the team within that business Unit and for the performance within the business Unit.

Main Duties

- Implement the company's Health and Safety Policy to ensure a safe working environment for all employees. Adapt a proactive approach to safety by ensuring that processes and practices are in place to minimise the risk of accidents occurring. Investigate all accidents thoroughly and implement corrective actions to prevent recurrence.
- Lead from the front, always setting the best example for employees regarding the following of company policies.
- Organise and manage the Packhouse team to ensure that pack rates are maximised, product is packed as efficiently as possible and that all orders are packed in time for despatches.
- Work closely with the maintenance team to minimise downtime by taking a proactive approach to machine maintenance. Ensure that the team reacts quickly to resolve any breakdowns that do happen.
- Minimise downtime by working with the planning manager and packing lines to effectively reduce the number of changeovers and the time taken to perform a changeover.
- Works closely with the QC team to ensure all food safety policies are followed and that only safe and high quality food is produced.
- Take a proactive approach to developing your team. Recognise what skills are required to build a high performing team and develop and implement a training plan to achieve this aim. This should include a plan to multi skill your team and backfill key roles to ensure holidays and absences are covered.
- Ensure that matters that involve a breach of Company rules/standards are investigated and outcomes communicated to Shift Production Manager for disciplinary action, where necessary
- Organise & motivate staff to ensure that the maximum use is made of all raw materials to reduce product waste to minimum levels possible.

- Assist and support the Packhouse Manager.
- Communicate effectively with staff to ensure they are fully briefed on relevant issues
- Maintain excellent housekeeping standards
- Other duties as assigned by the Packhouse Manager or General Manager.

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

Competencies to perform the role

- Good communication skills (both written and verbal) and excellent interpersonal skills
- Ability to demonstrate strong leadership skills
- Commercially aware
- Conscious of the needs of our Customers
- Have the ability to work on your own initiative and as part of a team

Experience and Qualifications

- Ideally Third level education in a food related discipline
- Minimum 1 years' experience in FMCG / food based environments at management level
- Proficient in the use of Microsoft Office programmes (desirable)

Other significant role requirements

- Preparedness to work flexible hours
- Willing to train quickly and under pressure

Employee Signature _____ **Date** _____