

Role Profile

Job Title: Assistant Site Manager
Department: Growing and Harvesting
Reports To: Farm Manager
Location: Pleroma
Ref: Ref-193, V1 – 28 October 2021

Role Overview

Under the direction of the Farm Manager the Assistant Site Manager will be responsible for a mushroom production facility with a workforce of 70 people and a production of 50 MT weekly. The Assistant Site Manager will be required to assist the Farm Manager with the following:

- The overall day to day running of the farm operations
- Lead and direct the work of all employees on site
- Oversee all aspects of company policy, production methodology and site initiatives
- Continuously improve the process / standards of the site and implement changes as required

Main Duties

- Overall responsibility for managing farms resources including people, growing houses and equipment
- Must engender team work within farm and across site and drive performance in all areas but with specific focus on Yield, pick rate and cost.
- Responsible for agreeing production with the supply side of the business and following and driving the daily performance of the farm to ensure that production targets and quality parameters are met
- Working with the Farm Manager, the Assistant Site Manager is responsible for managing the performance of people (including discipline):
 - Identify recruitment needs – maintain sufficient staff levels in all departments on site
 - Identify training needs and implementing – ensure that all staff receive sufficient training to enable them to carry out their duties in the most efficient manner possible
 - Inputting into the budgetary process
 - Health and safety responsibility
- Must be able to cover for growing and harvesting managers and have basic knowledge of mushroom growing and harvesting
- Sign off all hours on a weekly basis for the wage department
- Completion of all necessary paperwork relating to the Management role
- Effective communication with QA Department, Trading Desk, Senior Grower & Supervisors

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

Competencies to perform the role

- Plans for Success – Develops project plans required to implement projects and programmes of work; defines risks and benefits of work and pro-actively manages
- Solves Problems – Recognises and balances the different interests of stakeholders when making decisions
- Acts Commercially – Creates a business case for business projects when required
- Builds Teams – Works collaboratively and encourages cross disciplinary working between teams
- Customer Focus – Proactively seeks customer feedback and acts upon it
- Leads Change – Challenges the current perspective to drive continuous improvement
- Leads Authentically – Challenges processes which are ineffective providing direct and timely feedback; finds the right balance between frankness and respect; always delivers on work promises and deadlines
- Communicates Effectively – uses communication skills to influence colleagues and senior managers; switches easily from high level to detailed information as needed; reads and adapts to visual cues in a high pressured environment

Experience and Qualifications

- Proven track record in either growing or people management, ideally will have element of both, or demonstrate ability to develop both
- Fresh produce food production/agricultural/horticultural background
- Effective communication skills
- Excellent organisational skills and attention to detail
- Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures
- Ability to address immediate problems, create instant, relevant decisions to ensure continuous customer satisfaction
- Ability to remain calm under pressure
- Ability to understand budgets, management accounts and product costings

Other significant role requirements

- Driving licence
- Valid Passport (no travel restrictions)

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

Employee Signature _____ Date _____