

Job Description Form

Job Title:	Pack-house Supervisor	KPI's and Dimensions:					
Reports to:	Production Manager	To include; -Customer Service -Completion of daily Production Schedule (99% Customer Service) -Costs -Indirect Labour costs ,<,13% total labour costs. -Overtime to be <10% of total hours worked (for individual and dep't) - Line efficiencies > 77% across packing lines. Rates average 50 ppm.					
Responsible for: (direct reports)	Production Teams, label printing	-Quality -Zero depot rejections -Hygiene/Housekeeping -Hygiene scores >90% -Health and Safety To ensure 100% PPE compliance of all staff -Accidents\Frequency, Reporting and Investigation, Risk Assessments -Weekly H&S audit 80% compliance. 100% Start up check sheet completion - Site security is never compromised. Access points locked out of hours. -Conversion Costs -Raw Materials usage 99%+ - Packaging materials usage 97.5% + -Rework and overfill. -People -Conduct RTW interviews and staff appraisals (2 x annually), Skills matrices & execution, attendance levels 96.5% for dept.					
Main Purpose of Job:							
To supervise their designated team, utilise plant and materials efficiently and maintain and record accurate stock levels. Make efficient use of all available resources. To ensure that all duties are carried out in accordance with company procedure. To support the team and other departments to achieve company objectives.							
Main Responsibilities:							
1. CUSTOMER SERVICE – to support the factory for achievement of the production plan. 2. PACK-HOUSE PERFORMANCE – to optimize performance via measurement, monitoring & analysis including line speeds v target, output rates, waste levels, labour usage, quality & hygiene, 3. QUALITY – Working in harmony with QC teams to maximise the quality of product produced within the designated area through management of & compliance with quality systems including accuracy of all documented records. 4. CULTURE DEVELOPMENT – to facilitate the development of an open culture of pro-activity where people take pride & responsibility in what they do, & feel a sense of involvement & self-worth. To continuously inform and involve all relevant personnel in the exchange of information necessary to ensure alignment to current and future objectives. Support the end of set review. 5. PEOPLE MANAGEMENT AND DEVELOPMENT - to be responsible for managing the welfare and well being of the teams activities, including absence management (Return to Work Interviews), One to One reviews, and discipline (within authorised limits). To determine and ensure the achievement of the skills & training requirements of the team can fulfil current and future business needs. To lead, coach & motivate a multi-skilled team to achieve shared business objectives. 6. HEALTH AND SAFETY – To contribute towards maintaining high health and safety standards and to carry out all duties and specific responsibilities in compliance with Health and Safety Policies and Procedures. To ensure compliance with audit schedules. To ensure site security of own area is robust at all times. 7. INNOVATION / IMPROVEMENT – to promote continuous improvement and as part of the team proactively seek new & improved methods of working to increase efficiency in the overall production process. 8. PROBLEM SOLVING – to develop problem solving & trouble shooting skills to ensure that all team members can identify root causes & take fast & effective responses to problems. 9. TEAM-WORKING – Attend and contribute in daily meetings. To work collaboratively with other key personnel in undertaking these responsibilities.		Competencies: <table border="1"> <tr> <td> <ul style="list-style-type: none"> ➤ Know yourself ➤ Forward Thinking ➤ Curiosity ➤ Results Focus ➤ Initiative ➤ Innovation </td> <td></td> <td> Competencies: <ul style="list-style-type: none"> ➤ Proactive Cooperation ➤ Leading People ➤ Developing People ➤ Practice what you Preach </td> <td></td> </tr> </table>		<ul style="list-style-type: none"> ➤ Know yourself ➤ Forward Thinking ➤ Curiosity ➤ Results Focus ➤ Initiative ➤ Innovation 		Competencies: <ul style="list-style-type: none"> ➤ Proactive Cooperation ➤ Leading People ➤ Developing People ➤ Practice what you Preach 	
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Judgement and Decision Making:		Skills and Knowledge:					
Problem-solving People management Operational – cost, safety, quality.		<ul style="list-style-type: none"> • Leadership and delegation skills to achieve agreed targets • Problem solving ability to resolve issues • H&S, employment, quality and hygiene legislation • Improvement methodologies • Employee Relations • Effective communication 					
		Desired Qualifications and Experience:					
		<ul style="list-style-type: none"> [Ideally a min of 3 yrs people mgmt experience [Understanding of factory operations [Behavioural Safety awareness / Risk Assessment experience [Intermediate Food Hygiene Qualification 					