

# JOB SPECIFICATION



<b>Job title</b>	Packhouse Supervisor/Team Leader	<b>Department</b>	Packhouse
<b>Reporting to</b>	Packhouse Team Manager	<b>Site</b>	Aldergrove Centre

### **Job Purpose:**

To coordinate the efficient running of an area in order to produce product at correct quality standards in line with plan.

Always ensuring these duties are completed in line with Company policies and standard operating procedures, including PPE, Food Safety, Hygiene Requirements, Health and Safety, 'clean as you go' and 'Good Manufacturing Practices'.

### **Must Haves:**

The ability to understand and pass, as minimum, entry level English and Numeracy and data accuracy requirements

Ability to understand and undertake food safety qualifications

Have a flexible approach to work and hours

Ability to understand and adhere to health and safety requirements

Ability to maintain personal hygiene standards

Ability to positively influence others

Capable of maintaining good speed of working throughout the shift while maintaining standards

Structured approach to problem solving

Be able to work accurately and have attention to detail at the forefront

### **Role Accountabilities:**

1	Set up, check and operate equipment, carrying out checks and audits in line with procedures.
2	Organise and coordinate the allocation of tasks to staff within the area. Ensure that breaks are coordinated effectively.
3	Identify and resolve routine equipment issues within defined guidelines, escalating immediately when required.
4	Monitor, assess and record production performance hourly to ensure operating to optimum efficiency. Identify and implement corrective actions. Attend meetings to report on performance escalating any issues and reporting back to the Team.
5	Check that Process Control and all other production paperwork has been completed accurately, in accordance with procedure and within specified time frames, countersigning to verify correct.
6	Ensure efficient use of materials and packaging. Identify potential improvement opportunities and assist with the implementation of such improvements with guidance from your Manager.
7	Work closely with Packhouse Maintenance Co-ordinator, Technical Operatives/Quality Controllers, Order Pickers and Logistics Department.

### **Core requirements when undertaking role:**

1	To carry out duties in other areas at the same grade or below, for which instruction or training has been provided.
2	Highlight and escalate any quality issues, until such time these have been acknowledged and authorised by the Senior Management.
3	Take instructions from Team Managers and more senior Managers.
4	Provide instructions, support, training and re-training (if/where required) as well as guidance to employees including new starters and agency workers, as required.
5	Always communicate effectively with others at all times.

6	Demonstrate tasks and accountabilities competently at all times, including visits and audits by external parties.
7	Able to work effectively as part of a Team.
8	Apply attention to detail to ensure paperwork is completed accurately.
9	Proactively evaluate performance of are and identify ways to improve performance on a day-to-day basis.
10	Understand and communicate KPIs to members of the Team.
11	Ensure GMP standards are effectively monitored and maintained in the area.
12	Supervise up to 36 staff.
13	Ensure that all equipment is kept in good working order, stored correctly and is ready to use when needed.
14	Be able to implement changes in any section at short notice after discussions with the management.
15	Ensure the management is kept advised immediately of any problems affecting production targets.
16	Ensure any unsafe equipment is placed out of use until repaired.
17	Accidents and incidents investigations (-s). Highlight any near misses.
18	Support colleagues within your Team to follow the appropriate procedures to ensure food safety is not compromised.
19	Coordinate and contribute effectively at changeovers to ensure that they happen within the allocated time, ensuring that each member of the Team knows and executes their role effectively.
20	Ensure key process equipment, for example secateurs, is locked away and all equipment accounted for at the end of the day/shift.
21	Provide encouragement to the rest of the Team to work together effectively and efficiently.
22	Review productivity and NME losses graphs with your Team Manager to track performance and identify improvements.
23	Undertake the appropriate training to enable you to fulfil your job role to the required standard.
24	Demonstrate the required standards and behaviours at all times.

Values: TRIBE	
<b>Tenacity</b>	We are driven, determined and do not stop until we achieve our goals. We take ownership in everything we do.
<b>Relationships</b>	Trust, respect, and fairness is at the heart of our Team. We are always approachable and believe in building long-lasting partnerships with our people, customers, and suppliers. We care about our community and want to succeed so we can give to others.
<b>Integrity</b>	We take great pride in approaching everything we do with honesty and professionalism. We are open, ethical, and fair and use our judgment to do the right thing.
<b>Brilliance</b>	We constantly push ourselves to be the best in everything we do, combining our knowledge and attention to detail with innovation and the creativity it inspires.
<b>Energy</b>	An energetic excitement runs through our Team. We are a quirky tribe of passionate people who thrive off each other's energy, embracing change and pushing ourselves to reach new heights. Above all, we have fun and love what we do.