**Job Description**

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| **Job Title:** Production Supervisor Moy – Canning & Trays  **Reporting To:**Production Manager  **Job Purpose:** |
| **Main Responsibilities:**   * Ensure that all company KPI’S are maintained and improved in relation to all operations associated with the Production operation. These include: * Quality standards BRC / Customer specific requirements * Production output / Efficiency * Health and Safety * Hygiene and GMP scores * Training and Development of staff * Discipline and coaching of staff * Waste reduction rework and material wastage   The Supervisor will be directly responsible for all staff employed in the tray plant.  Key Responsibilities:   * Maintaining production control records / Traceability * Training of staff in relevant work instructions and safe work practices * Ensuring adequate training of new employees |

**PERSON SPECIFICATION**

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| **Job Title:** Production Supervisor Moy – Canning & Trays   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * Must be able to speak, read and write English |  | | Relevant Experience | * 1 year previous experience in a manufacturing role | * Previous supervisory experience in a manufacturing role | | Skills & Competencies | * be able to meet deadlines and solve problems and be willing to assume additional responsibilities in keeping with the role |  | | Circumstances | * Flexible to work overtime if and when required |  |   **Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**  **John A. Mackle**  **Managing Director**  **Date of next review: 3 years from date of approval** |
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