**Job Description**

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| **Job Title:** Production/Shift Manager  **Reporting To:** Factory Manager/ Operations Director  **Purpose:** Management of the production facility ensuring the optimisation of throughput and efficiency, while minimising waste and ensuring customer expectations are met on time and in full. To oversee product quality and product process controls. |
| **Main Responsibilities:**   * Assume responsibility for the day to day management of production staff, including recruitment, training, appraisal, grievance and disciplinary activity. Instil proactive, team-oriented culture ensuring positive employee relations. * Implement new quality systems and procedures for the company, such as taking the company through BRC Accreditation. * Ensure performance of critical tasks to maintain product quality * Ensure corrective action is implemented if product/procedures deviate from the standard. * Direct the production team with respect to meeting schedules and delivery dates. * Implement best working practices and operational methods in order to maintain plant competitiveness. Develop and implement improvements in production methods. * Identify actual or potential problem areas and provide technical advice regarding production methods. * Provide “hands-on” assistance with shop floor production on an as needed basis. * Ensure effective shop floor housekeeping and the maintenance of plant and equipment in accordance with legislative Health and Safety requirements. |

**PERSON SPECIFICATION**

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| * Job Title: Production/Shift Manager  |  |  |  | | --- | --- | --- | | Criteria | Essential | Desirable | | * Knowledge |  |  | | * Relevant Experience | * Not less than 2 years’ experience in the food processing industry * Good knowledge of relevant Health & Safety legislation and quality standards | * Experience in managing a team * Experience in staff training | | * Skills & Competencies | * Good organisation, problem solving, and analytical skills * Excellent communication skills, both oral and written, including strong presentation skills * Results focused with ability to work on own initiative * Computer literate * Dependable and reliable | * Constructive in developing production staff | | * Circumstances | * Able to work flexible hours as required |  | |
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