**Job Description**

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| **Job Title:** Evening Shift Supervisor – Tray Plant (Moy)  **Reporting To:**Shift Manager  **Hours of work:** Evening Shift (1:30pm – 10pm)  **Job Purpose: Supervision of processes and employees on a busy Tray Line as per company guidelines and objectives. Reporting and liaising with the Evening Shift Manager on all aspects of control records, work practices and staff training.** |
| **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 – Tray Plant   |  |  |  | | --- | --- | --- | | *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 when required. |  | |