



Job Title:	Production Manager	Employee Name:	
Reporting to:	Operations Manager		
Location	Finedale Foods Limited, Bunwell Street, Bunwell, Norfolk, NR16 1SH		
Direct Reports:	3 Production Supervisors, 1 Hygiene Supervisor		
Time	Flexibility required as factory operates 6am to 4pm, in peak times 6am to 6pm, plus there will be a requirement to work with the hygiene team Working hours – 6am – 3pm		

Role Purpose: A pivotal role which sits neatly between the shop floor and the Operations Manager, whilst supporting other operational functions such as SupplyChain, Packing and Warehouse.

Position would ideally suit someone who has a solid production foundation within a food factory and wishes to further develop their managerial career within a factory environment. The ideal candidate will be great with people, whilst having a detailed understanding of food factory processes & be systems oriented.

Principal Duties and Responsibilities

- Member of the Operations Management Team.
- Line manage and work alongside the Production Supervisors in all production related matters, acting as the main contact point/escalation point and interfacing with the production office and warehouse.
 - Deputise for Supervisors were required
 - Be the 'Goto' person in the factory
- Working with the team to ensure compliance to the Company's Policies & Systems across the factory
 - People Safety, Food Safety, Product Quality & KPI's across the factory.
- KPI and other Ops reporting and chair the morning Ops meetings.
- Staff training, induction
- Internal Audit/GMP
- Provide assistance to supplychain and warehouse functions where required

Person Specification

- Good verbal, written and numerical skills.
- Experience of working in food manufacturing essential, alongside knowledge of BRC and retailer standards
- Fluency of English language (verbal and written).
- Understand factory processes and has used systems to record factory activity.
- Uses own initiative
- Adapts to change

Signed (Employee):

Date:

Signed (Manager):

Date: