

# Samworth Brothers

QUALITY FOODS



## ROLE PROFILE

Job title	Area Manager	Date	
Business	Samworth Brothers Meals		
Department			
Location	Saladworks		

## ROLE SUMMARY

### **JOB PURPOSE**

Reporting to the Production Manager you, will be instrumental in managing the day-to-day and longer-term activities of your department. This will involve accountability for attaining daily production plans whilst effectively managing your resources in line with the business's KPIs and ensuring adherence to GMP standards.

## REPORTING STRUCTURE

Reports to	Production Manager
Direct & indirect reports	
Key internal stakeholders	
Key external stakeholders	

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

### **KEY ACCOUNTABILITIES & RESPONSIBILITIES**

In this role your success will be measured by your:

- Lead the staff in the department or line to become a motivated and engaged team, through organisation of job rotation, conducting personal reviews, staff training, coaching, appropriate delegation and regular communication of team performance.
- Achievement of KPI's in relation to production efficiencies, people, quality and profitability, through a continuous improvement approach and the manufacturing pillar plan
- Ensuring a safe working environment by taking a pro-active stance towards health & safety issues
- You will be able to plan, structure and organise work in order to set relevant objectives, key logical plans, prioritise critical tasks and monitor progress.
- Co-ordination of permanent and temporary labour during shift
- You will have to liaise with all other areas of the business to ensure successful achievement of manufacturing targets
- Evaluate performance against targets on a regular basis throughout the day and take appropriate action on variances between planned and actual performance.
- Understanding of implementation of Allergen controls.

## QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE

### **KNOWLEDGE AND SPECIFIC JOB SKILLS**

#### **Essential**

- Experience in a supervisory / management capacity within a chilled food environment.
- Hands- on experience of (DEPARTMENT) is preferred although you may be required to work in other areas of the business
- Commercial awareness and a strong commitment towards quality and customer service
- A resilient, credible leadership style with the ability to inspire, coach and develop your team
- The ability to work, under pressure, on your own initiative and to 'think outside the box'
- Good understanding of HACCP
- Knowledge and experience of managing absence, performance and conduct issues
- To be eligible to work in the UK
- To live within a 30 mile radius of LE3 3JZ

#### **Desirable**

- Level 3 or above Food Safety
- Level 2 and IOSH or above Health and Safety

## CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS

<b>Competency</b>	<b>Descriptors</b>
Values People	<i>Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.</i>
Customer Focus	<i>Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success</i>
Collaborative Team Working	<i>The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.</i>
Flexibility & Adaptability	<i>The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.</i>
Initiative & taking ownership	<i>Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.</i>
Drive for Excellence	<i>Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.</i>
Resource Management	<i>Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.</i>
Technical Expertise	<i>Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.</i>
Self-Management	<i>Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.</i>