| **Job Title: Area Manager Hygiene** | | **Reports To: Site Hygiene Manager** | |
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| **Job Purpose** | | | |
| The successful Hygiene Area Manager will play a critical role in delivering a clean and hygienic Bakery, managing a large team working on nightshift on a continental shift pattern.  The Hygiene Area Manager is responsible for the health, safety and welfare of all hygiene staff on a shift employing from between 40 to 60 people. An Area Manager is accountable for the quality, efficacy and standards of cleaning in the area of responsibility through effective utilisation of both people and resources. The role requires flexibility across all shifts and days of the week. | | | |
| **Key Responsibilities and Accountabilities** | | | |
| **Daily Responsibilities**   * Participate in daily operational meetings to ensure all issues are communicated and shift changeovers take place efficiently * Manage absence and disciplinary issues including wage queries, holiday requests from Team Leaders * Liaise with Personnel and Hygiene Manager on relevant people and hygiene issues * Communicate and liaise with other departments on all relevant hygiene issues * Audit all necessary paperwork to ensure they are completed in an accurate and timely manner, e.g. training records, cleaning records * Day to day organisation of the Hygiene Team Leaders, which will include organising shift patterns and arranging cover due to absence * Monitor swabbing results to pick out any trends * Ensure all deep cleaning jobs are completed to a high microbiological standard   **Health & Safety**   * Develop and promote a health and safety culture * Organising COSHH assessments on chemicals and other substances used by the hygiene department * Monitor staff job rotation and carry out risk assessments to ensure jobs are done safely * Ensure swift accident investigation is carried out and preventative measures put in place and frequently monitored   **Managing a Team**   * Ensure correct staffing levels and training skills are maintained * Maintain and improve Key Performance Indicators (cultural survey results, cleaning procedures) * Manage staff discipline, work performance and absence issues * Maintain and build staff morale * Hold annual Hygiene Team Leader Personal Development Meetings (Appraisals)   **General Duties**   * Ensure Standard Operating Procedures (SOP’s) are correctly followed * Conduct weekly briefs to communicate with staff about business and departmental issues. * Day to day managing of hygiene staff * Responsible for managing pest control on site through external contractors * Responsible for managing waste disposal * Responsible for writing cleaning procedures for equipment in conjunction with chemical supply company * Managing cleaning chemicals supply to site through contractors * Managing protective clothing contract, including laundering of garments | | | |
| **Person Specification** | | | |
| **Qualifications** | * You will be educated to degree level or equivalent, preferably in Microbiology or Food Science related discipline | | Essential |
| **Work Experience** | * An experienced Hygiene Manager, you will have a hygiene managerial background from within food manufacturing (chilled desirable) | | Essential |
| **Knowledge** | * A good understanding of COSHH, BRC, HACCP and GMP * Experienced in all areas outlined above in key responsibilities & accountabilities | | Essential  Essential |
| **Job Skills** | * Experienced in all areas outlined above in key responsibilities & accountabilities | | Essential |
| **Computer Skills** | * Computer literate, with good working knowledge of Microsoft packages such as Outlook, Word, Excel, PowerPoint | | Essential |
| **Literacy and Numeracy** | * Highly literate and numerate | | Essential |
| **Management Ability** | * Successful management experience, with the ability to lead and coach a team. * You will have a proactive and professional management style dedicated to achieving results and continuous improvement | | Essential |
| **Circumstances** | * Full driving Licence required * Ability to work flexibly across 7 days where required * Home to be within 30 miles of the operating site * Travel to and from sites on a regular basis required. | | Essential  Desirable  Essential  Desirable |