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|  ROLE PROFILE |
| Job title | Trainer | Date | January 2025 |
| Business | Samworth Brothers Manton Wood |
| Department | Operations |
| Location | Manton Wood |
| ROLE SUMMARY  |
| Responsible for supporting the training function within the bakery and across all other departments as advised. Setting standards and providing instructions on GMP, Quality, H&S, training of SOP’s and SSOW’s for new and existing colleagues. |
| REPORTING STRUCTURE |
| Reports to | L&D Advisor |
| Working With | All colleagues |
| Key internal stakeholders | Department Managers, People Team, Team Leader, L&D Advisor |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Conducting Company inductions to new starters, including Health and Safety and Food Safety.
* Ensuring core skills are trained in a timely manner to new starters and assessed at appropriate intervals, including Manual Handling, relevant SOP’s, etc.
* Maintaining high standards of communication with Managers, Team Leaders and colleagues, supporting the gap analysis.
* Ensure all necessary paperwork is completed in an accurate and timely manner and is uploaded on to department training matrices/Learning Management system. Supporting with tracking and driving training KPI’s as well as ensuring all training refreshers are planned ahead to ensure compliance.
* Develop and promote an excellent Health & Safety culture.
* Develop and promote an excellent Food Safety culture.
* Work closely with stakeholders to ensure SOP / SSOW training is created/updated as and when required.
* Ensure all colleagues understand and are signed off on all procedures to ensure compliance with Health & Safety, Food Safety and operational ways of working.
* Provide training and sign off support for all CCP operatives and update CCP matrices.
* Liaise with the L&D Advisor on the timing and delivery of programmes over and above bakery compliance.
* Where appropriate train and assess competency on equipment within the bakery.
* Any other reasonable request, including on-line work/training.
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| **Required**Good basic IT skills & ideally experience of systems such as MS Excel and PowerPoint. Accurate and organised in administration.Able to prioritise a busy and varied workload.Ability to work with internal stakeholders to achieve objectives.Excellent communication skills both verbal and written.Flexibility around meeting the requirements of the role.**Advantage**Food Safety / Health & Safety qualifications up to level 3Food & Drink industry experience |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *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.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *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.* |
| Flexibility & Adaptability | *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.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* |