

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE PROFILE** | | | |
| Job title | Cookhouse Optimiser/Planner | Date | 2024 |
| Business | Walkers Deli & Sausage Co. | | |
| Department | Cookhouse 123 | | |
| Working Hours | 8.30 hours shift, Monday to Friday | | |
| Location | Walkers Deli & Sausage Co. 78-88 Cobden Street, Leicester, LE1 2LB | | |
| **ROLE SUMMARY** | | | |
| We currently have a vacancy for an Optimiser/Planner working Monday to Friday, 8.30 hour shift pattern within the 123 Cookhouse Department on a day shift. Reporting to the Manager, the successful candidate will be a keen, enthusiastic individual with a high level of self-motivation. | | | |
|  | | | |
| Reports to | Area Manager | | |
| Direct & indirect reports | Production Manager | | |
| Key internal stakeholders | Colleagues and Agency Colleagues, Planning team, Production Teams. | | |
| Key external stakeholders | External customers | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * To communicate at all levels sharing information, knowledge, instructions, advise, support and understanding, in Planning for cooking, smoking, and cooling. * Assume overall responsibility for the safety of self, whilst at work ensuring that all requirements as trained and laid down within the Company handbook, Company Health and Safety and Hygiene policies are adhered to. * To carry out other duties that may reasonably be requested of you to ensure the efficient running of the business * Ensure agreed Cook / cool profiles are followed and any process variation is identified, reported and recorded. * Ensure that all processes are carried out correctly/ to standard, first time to avoid waste. * Ensure product quality is continuously monitored through the shift, communicating effectively to Shift Leader so they are fully aware of quality requirements and issues. * Develop and support a Right First-Time culture * Support the Environmental, Health and Safety function on site to ensure compliance with the guidelines of both Group and Governmental requirements | | | |
| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** | | | |
| * Ability to plan, organise and co-ordinate multiple tasks for others. * Improving efficiencies through smarter working, cost reductions, waste reduction, * Knowledge of products, processes and procedures within relevant area. * Commercially aware with some understanding of unit costs/yields. * Good problem solver with ability to make decisions within own remit. * Ability to communicate effectively with all levels. * Knowledge of all relevant H&S procedures and requirements. * Previous people management experience an advantage. * Good IT skills for accessing and inputting data, excel. * Communicate to all relevant departments. * Attention to all details. * Direct and re-direct production to meet best efficiency and customer demand, working closely with planning department | | | |
| **CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** | | | |
| **Competency** | **Descriptors** | | |
| Value 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 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. | | |
| People Management | The ability to understand people and their motivations, build good relationships with them and help them unlock their potential | | |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. | | |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. | | |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. | | |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. | | |