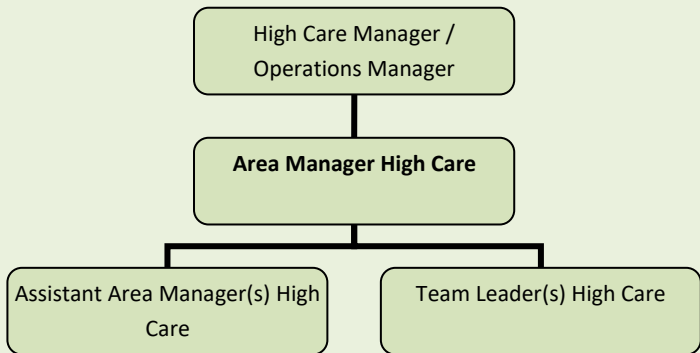


# Job Description and Person Specification

<b>Job Title:</b>	<b>Area Manager High Care</b>
<b>Reports to:</b>	<b>High Care Manager / Operations Manager</b>
<b>Date prepared / last reviewed:</b>	<b>February 2019</b>
<b>Name</b> <i>(please print):</i> <b>Signed:</b> <b>Date:</b>	

**Job Purpose**

Pro-actively manage and prioritise the daily workload of a High Care shift, communicating actions to relevant stakeholders to achieve KPIs in line with expectations. As a food handler, you are responsible for following all procedures ensuring food safety at all times.

**Reporting Structure**


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graph TD
    A[High Care Manager / Operations Manager] --> B[Area Manager High Care]
    B --> C[Assistant Area Manager(s) High Care]
    B --> D[Team Leader(s) High Care]
  
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**Key Responsibilities and Accountabilities**

- Management and achievement of KPI's, in relation to production efficiencies, customer service, cost control, people, quality and health and safety through a continuous improvement approach
- Management, training and development of Team Leaders and their teams to ensure optimum effectiveness and efficiency
- Co-ordination of permanent and temporary labour during shift
- Appreciation and responsibility for product quality and safety
- Undertake and lead key business projects
- Liaise with all other areas of the business to ensure successful achievement of manufacturing targets
- Understanding and involved in the NPD process.
- Responsibility for all people management aspects of team/s
- Develop and maintain a strong working relationship with planning, including an understanding of how the plan works and is built up

# Job Description and Person Specification

Person Specification		
<b>Qualifications</b>	<p>Good level of English &amp; maths (must be numerate)            Educated to GCSE / 'A' Level            Basic Food Hygiene Certificate</p> <p>Intermediate/Advanced Food Hygiene Certificate            NVQ Level III or above            Educated to degree level</p>	Essential
<b>Work Experience</b>	<p>Two years plus management experience within a food manufacturing environment</p> <p>Previous experience of working with a large diverse workforce.</p>	Desirable
<b>Knowledge</b>	<p>Understands HACCP            Health &amp; Safety Management            knowledge of managing absence, performance &amp; conduct issues</p> <p>Extensive knowledge of HACCP &amp; quality systems</p>	Essential
<b>Job Skills</b>	<p>Management of a team of supervisors            Team Player            Good communicator / negotiator            Astute with resource</p>	Essential
<b>Computer Skills</b>	Good basic MS Office.	Desirable
<b>Literacy and Numeracy</b>	High levels of numeracy and literacy are required to achieve communication objectives	Desirable
<b>Management Ability</b>	Able to supervise team members directly and indirectly. Manages customers' expectations	Essential
<b>Circumstances</b>	<p>This is a results driven role which requires flexibility in a time constrained environment.</p> <p>Must live within 30 miles of site</p>	Essential
The Samworth Brothers Way of Working		
Core Areas		
<b>Values People</b>	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	
<b>Customer Focus</b>	Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success	
<b>Collaborative Team Working</b>	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	

## Job Description and Person Specification

<b>Flexibility and Adaptability</b>	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
<b>Initiative and Taking Ownership</b>	Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism
<b>Additional Areas – Line Manager</b>	
<b>People Management</b>	The ability to understand people and their motivations, build good relationships with them and help them unlock their potential
<b>Analysis and Planning</b>	The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals
<b>Drive for Excellence</b>	Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement