Role Title: Area Manager Version 1

Function: Operations Dept: Production

Reports To: Production Manager

Role Purpose:

A Technical Expert who both operates and oversees all equipment, processes and people in their area.

Takes 1st Line Manager responsibility for all aspects of Safety, Quality, People, Delivery and Cost for their Line(s) whilst on shift, ensuring compliance with legislation, company standards and budgetary constraints.

**Safety**

* Meet all individual and role responsibilities as required under the Company Health and Safety policy to meet legal compliance.
* Proactively promote our Safety-first Culture, be responsible for your own safety and for others, demonstrating and influencing good behaviours.
* Ensure risk assessments are carried out to address any potential hazards, ensuring the assessments are current and effective.
* Ensure employees follow Safe Operating Procedures, and ensuring the correct personal protective equipment is worn when required.
* Ensuring the correct use of any equipment. All relevant training is carried out, and trainee deemed competent to carry out the task.
* Accidents, incidents, near misses and hazard spots are investigated in a timely manner and good use of improvement techniques to identify route cause, introduce preventative measures to stop recurrence.
* Department audits to be carried out to identify potential failings in the system, and act on findings, with actions put in place.

**Quality**

* To ensure that all product and processes are compliant with site product and technical standards
* To ensure that Bakery Operating and hygiene standards are compliant or exceed BRC standards
* To ensure that all required documentation is completed fully and accurately, within the required timeframes and submitted as needed.
* To ensure that all staff are compliant with personal hygiene site standards
* To ensure all production activities are compliant with legislation including HACCP, Weights, labelling etc.

**People**

* Complete return to work meetings with colleagues on day one of their return to work.
* Conduct disciplinary investigations in a timely manner to level that allows appropriate progression
* Ensure that colleagues are competent and sufficiently trained for tasks undertaken.
* Supervise colleagues to ensure that they are carrying out tasks to the required level in line with Soreen processes, procedures and standards. Challenge colleagues effectively where standards are below what is required.
* Create a training plan for staff based upon role profiles, skills matrices and SOPs, supporting the writing of documents where required.
* Where required, cover Production Manager in their absence.
* Demonstrate and promote integrity and ensure that colleagues behave respectfully and equitably in line with Soreen values: We are Family, We take pride, We make things happen.

**Delivery**

* Ensure that materials (including rework) are correctly collected, consumed and stored, with traceability as required and specified, used in rotation and with correct process control.
* Ensure that all mixes are used with correct recipes, and are weighed and mixed correctly, as per specification.
* Ensure that all Plant and Equipment within area of control is set and operating correctly for the product being run.
* Ensure that WIP is stored, labelled and rotated correctly, compliant with procedures.
* Ensure that the Production Plan is being followed and that the orders are fulfilled as specified.
* Ensure that all finished product is packed, coded, labelled and cartoned as per specification, is fit for sale and legally compliant.
* Ensure that all finished product is recorded accurately, not creating ghost pallets.

**Cost**

* Ensure that the areas for which you are responsible are staffed as per the standard template.
* Ensure that deposit weights are set accurately so that there is minimal lightweights and giveaway.
* Ensure that Plant speeds match budgeted standards.
* Minimise all waste throughout the Plant (including rework), understanding the root cause, generating remedial actions. Waste to be cleared on the shift on which it has been created.
* Reconcile actual labour cost against Budget labour cost