

Role Profile

Job Title: Intake Supervisor
Department: Intake
Reports To: Packhouse Manager
Ref: Ref-067, V1 – 23 June 2020

Role Overview

The Intake Supervisor will be responsible for overseeing all grading within the intake area while provide hands-on supervision to safeguard maximisation of product care. In addition the Intake Supervisor must ensure all product is counted on arrival to site and all own collection vehicles paperwork is collated and filed properly.

Main Duties

- Responsible for ensuring that there is adequate equipment and protective clothing within the Intake area
- Ensuring that all mechanical / electrical items meet the required standard
- Ensuring that the staff in intake are trained in order to do stock checks responsibly and accurately
- Ensuring that all staff are grading the product correctly
- Responsible for promoting and implementing quality standards and driving continuous improvement and integrity within the Intake function
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations
- Check yields and stocks on completion of shift, amend if necessary and report any changes to Production Manager

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Be highly self-motivated with the ability to create a teamwork culture
- Have excellent organisational and prioritising skills
- Be a strong communicator in written and verbal presentation
- Be results driven & systems orientated

Experience and Qualifications

- Logistic Qualification or Despatch Experience with staff supervision.
- Experience in man management / supervisor role in a fast moving environment

Other significant role requirements

- Must have a “can do” attitude to all tasks

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact