

Role Profile

Job Title: Floor Manager (including Trainee Floor Manager)
Department: Packhouse
Reports To: Shift Production Manager
Ref: Ref-013, V2 – 05 Jun 2019

Role Overview

Under the direction of the Shift Production Manager, the Floor Manager will organise & manage the activities of the Packing team to achieve the highest pack rates and minimum wastage whilst working closely to all Company Safety, Quality, HR and other policies and procedures.

Main Duties

- Organise & motivate the packing team to improve line speeds/pack rates by maximising productivity & minimising non – productive time
- Minimise the number of product changeovers by implementing good line planning practices.
- Reduce product changeover times by;
 - Planning and sourcing the next set of labels for Line Leaders
 - Ensuring next roll of film is available and assist with its fitting
- Ensure product is packed to match load times with any possible issues notified to Shift Production Manager as soon as possible
- Ensure the requirements of the Company's Health & Safety Policy are achieved and to promote the achievement of high standards of health & safety standards through the adoption of good work practices & proper investigation of accidents
- Recognise any training requirements of the team that may improve productivity and communicate such to Shift Production Manager or Packhouse Manager.
- Ensure that matters that involve a breach of Company rules/standards are investigated and outcomes communicated to Shift Production Manager for disciplinary action, where necessary
- Organise & motivate staff to ensure that the maximum use is made of all raw materials to reduce product waste to minimum levels possible.
- Issue packing and sliced packing updates against the agreed packing plan every 2 hours from shift start to the Production, Planning and Transport teams
- Assist and support the Shift Production Manager and Packhouse Managers where required
- Communicate effectively with staff to ensure they are fully briefed on relevant issues
- Maintain excellent housekeeping standards
- Other duties as assigned by the Shift Production Manager or Packhouse Manager

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

Competencies to perform the role

- Good communication skills (both written and verbal) and excellent interpersonal skills
- Ability to demonstrate strong leadership skills
- Commercially aware
- Conscious of the needs of our Customers
- Have the ability to work on your own initiative

Experience and Qualifications

- Ideally Third level education in a food related discipline
- Minimum 1 years' experience in FMCG / food based environments at management level
- Proficient in the use of Microsoft Office programmes (desirable)

Other significant role requirements

- Preparedness to work flexible hours
- Willing to train quickly and under pressure

Employee Signature _____ **Date** _____