**Role Profile**

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**Job Title:** Packhouse Manager

**Department:** Packing

**Ref:** Ref-061, V2 – 23 June 2020

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**Role Overview**

The position of Packhouse Manager is a key role within the business and an integral part to the maintenance of the high operational standards, to meet customer orders and expectations. With a focus on the effective management and Continuous Improvement of the team & budgetary control, this position requires a confident, motivated individual who has a passion for leading people and achieving success. The successful individual will work to achieve high product quality levels, strategic objectives, and a consistently high level of performance. We are seeking an experienced production management individual, with Continuous Improvement exposure preferably from a short shelf life packing environment. A confident, performance driven Manager, with a financial awareness, and a high expectation for product quality.

**Main Duties**

* Drive all KPI’s in the Packhouse covering Productivity, Quality, Integrity, Labour (including managing hours worked), Stock, H&S & HR.
* Oversee the workforce in the manufacturing department
* Create schedules for employees to ensure optimum staffing levels
* Set ambitious production goals and communicate them to key personnel
* Lead, motivate, develop and performance manage the production department
* Ensure staff training and development in place to continually improve work performance.
* Ensure there is an effective recruitment and on-boarding process in place
* Manage the plant to operate at maximum OEE (Overall Equipment Effectiveness)
* Strive to maximise productivity across all production lines
* Ensure Preventative Maintenance schedules are strictly adhered to, ensuring downtime is minimised downtime
* Optimise Inventory Control by maintaining minimal stock levels whilst ensuring customer demands are consistently achieved
* Continually evaluate suppliers to ensure best quality product s are received every time; performance manage poor suppliers
* Minimise waste within the business; strive to have every mushroom sold and zero product to the bin
* Report to Senior management on stock levels, issues etc.
* Ensure that work activities achieve and exceed customer expectations to maintain Monaghan Mushrooms as the supplier of choice
* Ensure the right product is shipped at the right time at the right quality level to the customer; strive to achieve right first time every time
* Coordinate with the Trading Desk to ensure supply meets demand; take action to address schedule slippage ensuring customer expectations are not impacted.
* Ensure all activities are carried out in accordance with the Company’s Food Safety Policy and all other associated legal & customer requirements.
* Ensure accurate audit trails and records are in place.
* Ensure the Company’s Health & Safety Policy is adhered to; promote good work practices & conduct thorough investigations of all accidents.

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

**Competencies to perform the role**

* **Builds Teams -** Establishes an environment that values and rewards team effort; builds teams with a variety of backgrounds and perspectives; Encourages frank and open debate; Establishes collective responsibility for goals
* **Manages Performance -** Defines strategic and operational goals; develops the business plan to achieve goals; drives the performance review process; creates an environment of continuous improvement, where under performance is unacceptable
* **Develops People -** Drives capability development in line with future needs; priorities training and releases people for training and development activity; helps team construct personal development plans in line with emmpower
* **Leads Change –** improves the way that jobs are carried out on a daily basis; challenges the current perspective to drive continuous improvement
* **Leads Authentically -** Delivers tough messages sensitively; provides direct and timely feedback; challenges processes which are ineffective
* **Acts Commercially –** checks what the competitors are doing; challenges activity which doesn't increase sales or reduce cost; understands the impact of area on Profit and Loss, Cash Flow and Balance Sheet
* **Customer Focus** – takes specific action on customer feedback; may provide input to strategic decisions and supporting processes to drive improved service
* **Solves Problems** – Considers the whole problem/process when diagnosing problems; thinks on feet when required; solves the root problem; reviews and resolves escalated problems
* **Plans and Organises –** develops own business plan; clearly and comprehensively cascades plan to the team and ensures ownership and commitment to deliver; uses structured planning techniques to deliver strategic programmes of work
* **Communication -** Builds a culture of two way communication flow; uses communication to create energy and enthusiasm in the business and to inspire commitment; develops industry networks that benefit the company

**Experience and Qualifications**

* Minimum of 5 years’ experience of working in a managerial position, with experience in FMCG packing operation at a senior level.
* Qualification in Lean manufacturing would be an advantage.
* Excellent communication skills.
* Excellent organisational and planning skills with good attention to detail.
* Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures.
* Ability to address immediate problems, create instant, relevant decisions to ensure continuous customer satisfaction.
* Strong presentation skills.
* Excellent commercial awareness

**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