

Job Title:	Bakery Manager
Reporting to:	General Manager
Number of Sub-ordinates:	40 (approx.)
Main Purpose of Job:	
To co-ordinate and manage the timely manufacture of quality products to defined targets and by the efficient use of resources available. To ensure that accurate statistical information is generated in relation to various Key Performance Indicators and that this data is published in a timely manner.	
Principle Duties & Responsibilities:	
<p>Production:</p> <ul style="list-style-type: none"> Organise the day-to-day production schedule for all manufacturing business units in order to achieve targets defined by day-to-day sales, transport windows and other customer requirements. Develop and instigate operating procedures for the efficient use of resources. Produce products that meet both company and customer quality and quantity standards. To ensure that all plants are operating at maximum speed and efficiency and that appropriate training is given to Production Team Leaders and Production Operators alike. Produce and publish statistics relating to the Key Performance Indicators (KPI's) as defined by the General Manager (e.g. production efficiency, waste levels, payroll costs, etc.). <p>Communication:</p> <ul style="list-style-type: none"> To liaise with supplier, customer and service departments (e.g. Goods-in, Dispatch, Retail and Hygiene) to ensure that all parties are aware of ongoing issues within the production environment and so that production plans can be tailored, when necessary, to ensure organisational requirements are satisfied on time and in full. Participate and contribute to the management team meetings to achieve the company's strategic aims. Ensure the production teams are aware of and committed to targets on a both daily and longer term basis. Communicate with the General Manager on a daily basis regarding operational performance and order completion times. <p>Management:</p> <ul style="list-style-type: none"> Provide the leadership necessary to ensure that the Production Team Leaders and Production Operators continually improve in performance. Appraise employee performance using both the formal performance management system adopted by the business and other informal techniques to ensure that employees are trained and continually developed. Maintain conformance with company rules and regulations. Develop and instigate operating procedures for the efficient use of resources. To ensure that manufacturing systems, procedures and standards are adhered to so that consistency of operation and quality of product is maintained across all business units. <p>Materials:</p> <ul style="list-style-type: none"> Ensure that all necessary materials and resources are available in good time for use in the production process (e.g. ingredients, baskets, trays, labour, etc.). To ensure that stock takes of raw materials and WIP product within the production environments are made as and when required and to communicate with the General Manager regarding any items which are nearing their minimum stock levels or their "best before" or "use by" dates. <p>Training:</p> <ul style="list-style-type: none"> Identify and develop training plans for employees under your management and to ensure that the necessary training is effectively carried out in a timely manner either by internal one-to-one mentoring, classroom based learning or by other training methods. 	

- Undertake any training required by the business to maintain your continuous professional development and broaden your skill and knowledge base.

Maintenance:

- Ensuring, through correct production planning, that time is made available for equipment to be properly maintained to reduce the likelihood of plant breakdown.

Quality:

- Maintain the highest product quality standards through the constant review of product in conjunction with the Technical department as well as ensuring that the production teams are focused on the various Quality Control Points (QCP's) throughout the process as well as the finished product Quality Attribute Sheets (QAS's)
- To be part of the New Product Development (NPD) team and to actively explore NPD opportunities in line with the company's strategic plan.

Food Safety:

- Ensure the adherence to statutory regulations and legislation that affect the manufacture of food.
- Ensure adherence to company systems and procedures with regard to paperwork, training, etc..
- To be part of the company's Hazard Analysis Critical Control Point (HACCP) team

Hygiene:

- Ensuring that all working practices are in line with the company procedures on cleanliness and that the shopfloor and site in general is clean and tidy at all times.

Health and Safety:

- Carry out risk assessments of the workplace and instigate necessary remedial actions and / or safe working procedures.
- Ensure the compliance to all company health and safety procedures and requirements.

To undertake any other duties which may be required and which are commensurate with the position of Bakery Manager within the company.

Job Holder Name (please print):

Signed:

Date: