

<b>Job Title:</b>	<b>Production Supervisor</b>
<b>Reporting to:</b>	<b>Production Manager</b>
<b>Number of Sub-ordinates:</b>	<b>10 - 15 (approx.)</b>
<b>Main Purpose of Job:</b>	
Responsible for the smooth running of your section, the quality standards of the output and the efficiency of operation, ensuring that all products meet customer requirements on time and in full.	
<b>Principle Duties &amp; Responsibilities:</b>	
<p><b>Production</b></p> <ul style="list-style-type: none"> <li>• To ensure that your section complete the output required by the daily production schedule in order to satisfy the daily sales, product quality, transport windows and other customer requirements.</li> <li>• Ensure that the Production Operators under your control work according to the prescribed procedures for the manufacture of products.</li> <li>• To ensure that all plants and other production processes are operating at maximum speed and efficiency and that appropriate training is given to Production Operators.</li> <li>• Produce data the Key Performance Indicators (KPI's) as defined by the business (e.g. production efficiency, waste levels, payroll costs, etc.).</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Responsible for meeting product quality standards as set by the company and its customers.</li> <li>• Ensure that all product specifications and manufacturing procedures comply with regulations.</li> <li>• Responsible for setting high standards to reach production goals, ensuring that higher quantities produced do not compromise quality.</li> </ul> <p><b>Food Safety</b></p> <ul style="list-style-type: none"> <li>• To ensure that all products are produced in strict compliance with food safety legislation and the company's own processes and procedures.</li> <li>• To ensure that all raw materials are stored correctly and their use monitored to ensure that no raw materials are allowed to expire prior to use.</li> <li>• To ensure that all Production operators under your control abide by the company's food safety rules and guidelines.</li> <li>• To undertake, as necessary, food safety audits of your facility and workforce.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• You will guide and manage your team members by providing knowledge, experience, motivation, support and advice. Responsible for knowing proper procedures for workers to follow and ensuring that they comply.</li> <li>• Identify how to improve the quality or speed of production.</li> <li>• Encourage team effort and supportive attitudes between the members of your team.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Instruct your teams in the proper use of safety equipment and emergency procedures, should they be necessary at any point during the production process.</li> <li>• Ensure that your team members are supplied with protective gear, including safety glasses, gloves and protective outer clothing and that they wear them correctly and that they maintain the equipment in good condition.</li> <li>• You will be responsible for safety checks on all equipment operated throughout the production process, as well as monitoring activities of your team during production.</li> </ul>	

- Security and sanitation of the manufacturing facility is also a concern for team leaders. If incidents occur compromising safety or security, the team leader reports them.

**Administrative**

- Produce and disseminate the daily production plan for your section ensuring that all raw materials are accounted for.
- Ensure that your process paperwork is completed in a legible and timely manner and that it is checked prior to posting.
- Ensure that shift reports, stock checks and sundry other administrative tasks are completed as needed.
- Maintaining regular communication with interrelated departments (e.g. transport, engineering, etc.)
- Ensure that plan and execute production goals efficiently.
- Ensure that your team's shift patterns and attendance records are produced and records kept.
- Conducting performance reviews to ensure that your team are trained and developed effectively.

*To undertake any other duties which may be required and which are commensurate with the position of Production Supervisor within the company.*

**Job Holder Name (please print):**

**Signed:**

**Date:**