



# Manufacturing Shift Manager



## job description

### the finer details

Which site am I based at?

Newton Abbot,  
Devon

Which team am I a part of?

Manufacturing

Who do I report to?

Manufacturing  
Manager

Who do I look after?

Orange Shift ,  
(4 days on, 4 days  
off)

Team size?

Circa 35+ employees

Do you have responsibility for a budget?

### the purpose of your role

**Nurture & Nourish People & Planet by  
making great food the right way forever**

As manufacturing shift manager, you will be responsible for leading the manufacturing team in the delivery of site output to it's maximum ensuring people remain the focus of this exciting and vibrant site. You will be responsible for enhancing and optimizing our operational performance & sharing best practice to provide the best product, service and cost proposition in our categories realizing our ambition to be the best-in-class supplier.

#### Key responsibilities:

- ♥ Ensure all operational plans are met (both production and hygiene)
- ♥ Ensure satisfactory handover of information to following shift and escalate when appropriate.
- ♥ Financial budget adherence
- ♥ Drive continuous improvement culture across the shift team, identify improvement activities and follow through to completion.
- ♥ Work with other shifts and stakeholders to realize improvement activities.
- ♥ Lead investigation/identification of root cause for health and safety breaches, food safety or quality breaches, or mechanical breakdowns. Share learnings and amend procedures to prevent recurrence.
- ♥ Ensure shift training compliance and recording is maintained.
- ♥ Ensure all relevant job breakdown sheets (standard operating procedures) are maintained.

#### Key Accountabilities:

##### Employer of choice

- ♥ Ensure Health and Safety standards are maintained at all times.
- ♥ Ensure all team members have a development plan in place and regular one to one conversation take place.
- ♥ Labor productivity

##### Supplier of choice

- ♥ Ensure GMP standards are maintained.
- ♥ Equipment OEE
- ♥ Budget Adherence
- ♥ Ensure Food Safety and compliance standards are always maintained.

##### Brand of choice

- ♥ Right first-time manufacture

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Yes

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# qualifications & experience

## Essential:

- ♥ Short Shelf life/high risk / Dairy category experience preferred.
- ♥ Proven experience of lean/ root cause in complex FMCG organizations
- ♥ HACCP level 2
- ♥ Food safety level 3

## Desirable

- ♥ HACCP Level 3
- ♥ COSHH qualification

# what good looks like for this role

## Leadership Principles:

- ♥ **Everyone is the same;** We're all human, with similar needs.
- ♥ **Humble, high performing leadership;** We don't rely on hierarchies and have high expectations of ourselves.
- ♥ **Transparency;** We share as much information as possible
- ♥ **Listen first;** We actively seek feedback from as many colleagues as possible on our performance, the business and the work experience.
- ♥ **Inclusivity;** We value the contribution that every individual can make - bringing different skills, perspectives, personalities and cultures to help our business flourish
- ♥ **Trust;** We have faith in each other to do the right thing
- ♥ **Good humor and generosity;** Working here should be fun, we recognize the importance of small acts of generosity, celebrating success and focusing on the value of spend and not just the cost.

## Personal contribution attributes:

- ♥ **Insightful;** Substantiates intuition, vision and action with data led validation to provide compelling cases.
- ♥ **Commercially astute;** Demonstrates an ability to prioritize both short- and long-term actions against an accurate assessment of organizational impact
- ♥ **Engaging;** Excellent listening, communication and influencing skills, in all environments; individuals, large groups and small teams
- ♥ **Collaborative;** works effectively with colleagues from across all levels and disciplines within the business.
- ♥ **Motivational;** Displays energy and inner confidence which inspires others.
- ♥ **Confident and assertive;** Drives action to yield improvement and address issues.
- ♥ **Resilient and tenacious;** Overcomes obstacles and challenges to meet objectives.

# HR use

Date of last review:

Job reference no:

Job level:

Job family:

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