

Production Section Controller Job Description

Report to

Shift Manager/Production Manager

Responsible for

Production Senior Line Leader and Production Line Leader

Location

Evesham

Main Purpose of the role

To ensure your team is focussed on producing product that meets quality specifications, at the targeted manning and throughput levels in order to minimise cost and in a timely manner to meet customer depot times

Requirements

Production:

- Understand your section and know your team members.
- Brief your team daily on production run, challenges and opportunities.
- Driving the team to meet daily, weekly and monthly KPI's.
- Attend or chair, in the Shift Managers absence, short interval control meetings at regular times throughout the day and plan for improvement when necessary.
- Attend review meetings with the Production Manager and plan contingencies where required.
- Ensure employees and agency workers follow the same processes and procedures.
- Ensure each section has adequate manning to perform the job effectively.
- Challenge current processes around planning, product quality and staffing levels.
- Ensure resources are available to achieve the desired results set by the Production Manager.

Quality and Health & Safety:

- Ensure service level agreement and quality standards are adhered to at all times.
- Ensuring each section comply with Health & Safety processes and procedures.
- Report accidents or near misses to line managers immediately.
- Raise Health & Safety issues to the Due Diligence Manager.
- Monitor waste streams in line with business goals.
- Follow all legal compliance and complete related paperwork.

Continuous Improvement:

- Introduce 5S standards in your section and maintain.
- Carry out problem solving when issues arise and capture information to identify root cause.
- Attend continuous improvement sessions to plan for business improvements.
- Participate and lead continuous improvement projects as identified.
- Drive improvement through continuous improvement tools available.
- Provide detail reports to senior management team as requested.

Other:

- Provide support for Line Leaders and Senior Line Leaders, be a focal point for concerns raised and report to management for solutions.
- Communicate appropriately at all levels.
- Identify training needs and support in development.
- Provide on the job training to your team when necessary.
- Give 360 degree feedback.
- Motivate and encourage your team.
- To deputise for colleagues and immediate line manager in areas where trained and considered competent, in their absence.
- Any other reasonable duties to meet the needs of the business.

Results:

- Section to achieve conformance to plan target
- Section to achieve Right First Time quality target
- Section to achieve zero lost time accident target

Desirable Skills and Attributes:

Physically fit and prepared to work in a chilled environment.

Basic Food Hygiene, manual handling certifications are advantageous and health and safety knowledge is desirable.

Demonstrate good inter-personal communication, delegation, motivation and briefing skills to perform this role. Be a competent team player and be prepared to work with a range of employees from different countries and cultures.

To be personable, reliable, confident and self-motivated, as it is beneficial if employees can work on their own initiative whilst still carrying out instructions accurately.

To be flexible in relation to the role and hours worked, in line with the organisation goals and objectives. Therefore the ability to work reasonable additional hours as necessary will be required.

Previous experience in a similar role of supervising people would be desirable. Although training will be available.

Produce experience desirable

I have read and understood the contents of my job description and the requirements of my role.

Signed:

Date: