**Shift Manager Job description**

**Job brief**

To manage the shift and all direct staff. To ensure the smooth running of the production process. To ensure that all products are produced to the specified specifications. Target and deadlines are met to achieve the orders. To ensure that all direct staff comply with the company’s Health and Safety procedures

**Responsibilities**

• Motivate, train and discipline your team to ensure the department is performing in line with business requirements.

• Be responsible for monitoring employees during probation periods to successful completion, completing annual appraisal and absence meetings, to ensure we have productive team members.

• Ensure recruitment of new team members, induction, training and development as required is to standard of Primafruit expectations.

• Always monitor production targets and drive performance ensuring continuous improvement approach .

• Ensure daily production plans are met in the most efficient manner to deliver 100% plan attainment and customer service whilst managing budgetary cost.

• Monitoring and maintaining performance boards in the area and use these as communication tools for your teams.

• Deliver daily briefings to the operative teams of daily activity, challenges for the day etc.

• Leading by example and demonstrate a safety-first approach at all times and all safety procedures are followed at all times.

• Ensure all team members and PCs are fully trained on all aspects of their roles.

• Ensure the workplace is clean, tidy and organized at all times to facilitate a safe working environment.

• Maintain control of online paperwork in accordance to BRC standards.

• Ensure standards of hygiene and housekeeping are strictly maintained and conduct daily audits demonstrating improvement.

• Ensure any non-conformances are fully documented and appropriate corrective action applied.

• Ensure any outstanding engineering work is challenged on a daily basis with follow up actions agreed.

• Ensure next day planning is effective to fulfil orders in a timely manner against conformance to plan.

• To deputies 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.

**Requirements**

 Ability to sustain and develop team working and team based problem solving

 High level of numerical and analytical ability

 Possess the ability to lead and motivate a team of people to succeed by utilising appropriate interpersonal styles including leading by example, setting objectives and defining responsibilities to give a clear sense of direction

 Ability to build effective relationships with work colleagues

 Able to achieve results by setting high standards and committing to clear objectives

 Adaptable to change and varying situations

 Ability to show resilience and a flexible approach

 Excellent communication skills

 Strong analytical and problem solving skills and able to establish logical practical solutions

 Strong people and performance management skills

 Computer literate

 Full understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality

**Qualifications and Experience Levels:**

 Relevant manufacturing/engineering degree preferred, HNC, City & Guilds Licentiateship, BTec Higher Professional Diploma, NVQ level 4

 Professional (or working towards) accreditation with an industry related body

 Proven track record within manufacturing management

 Ability to design processes and layouts

 Experience of FMEA (Failure Mode