

**Job Title:** Production Supervisor/Planner

**Reporting to:** Production Manager

**Hours:** 44 hours per week over 4 days

**Location:** Orchard Farm, School Road, Salford Priors

**Job Purpose:** To supervise the daily efficient production of fruit throughout all lines.

**Main duties and responsibilities:**

- To assist the recruitment, management and development of the production team in accordance with the ASF values, policies and procedures.
- To maintain staff cover to meet production requirements efficiently.
- To supervise the effective packing of produce to customer specification, maintaining a right first time approach.
- To supervise regular cleaning of lines, tools and machines, particularly at the end of each shift.
- To report any line, tool or machinery issues as appropriate.
- To supervise staff are dressed in accordance with all Angus Soft Fruits and food hygiene policies and procedures.
- To complete documentation accurately and in a timely manner.
- To work collaboratively with internal stakeholders.
- To comply with all ASF policies and procedures.
- To undertake any other duty commensurate with the role

**Person Specification**

|  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b>             |
|--|------------------|------------------|-----------------------------|
| <b>Education</b>   |                  |                  |                             |
| Minimum GCSE grade A-C or equivalent in maths and English.   |                  | <b>X</b>         | Application                 |
| <b>Experience</b>  |                  |                  |                             |
| Packhouse experience   | <b>X</b>         |                  | Application/Interview       |
| Proven track record in process improvements.                 | <b>X</b>         |                  | Application/Interview/Test  |
| Proven experience in effective people management             |                  | <b>X</b>         | Application/Interview       |
| Proficiency in Microsoft Office applications                 |                  | <b>X</b>         | Application                 |
| <b>Skills</b>  |                  |                  |                             |
| Effective verbal and written communication skills            | <b>X</b>         |                  | Application/ Interview/Test |
| Problem solving ability                                      | <b>X</b>         |                  | Application/InterviewTest   |
| Attention to detail and accuracy                             | <b>X</b>         |                  | Application/Interview       |
| Ability to prioritise own and others workload                | <b>X</b>         |                  | Application/Test            |
| Ability to use initiative and work as part of a team         | <b>X</b>         |                  | Application/Interview       |
| Ability to work flexibly to cover staff absences as required | <b>X</b>         |                  | Application/Interview       |
| Ability to embed and live ASF Values                         | <b>X</b>         |                  | Application/Interview       |

## **Angus Soft Fruits Company Values and Behaviours**

### **Integrity – we do the right thing; we meet industry standards**

- Demonstrates an honest, ethical and authentic approach
- Honours agreements and so forms reliable, long term relationships
- Remains polite, courteous and respectful at all times
- Gives and receives objective, constructive feedback
- Trusts the team to deliver results
- Has an open and honest conversation to improve performance when necessary

### **Exceed – we over deliver**

- Sets clear SMART targets and priorities
- Explores opportunities to exploit ASF points of difference
- Ensures colleagues have personal development plans
- Works with customers and colleagues to solve challenges
- Takes a positive approach and focuses on being the best

### **Efficient – as experts we continuously seek to improve our supply chain processes and costs**

- Is organised and does the right thing at the right time
- Communicates clearly and concisely
- Looks to simplify work and make things more efficient
- Keeps commitments made to colleagues and customers
- Avoids unnecessary waste and costs to improve profitability
- Prepares well for meetings, manages the agenda and follows up on actions

### **Innovate – we develop new varieties and other creative approaches**

- Encourages new ideas
- Challenges the status quo
- Understands our market place; customers and consumers
- Encourages people to take a wider view eg by shadowing colleagues in other parts of the business
- Is brave to try new ways of working
- Finds ways to promote the products as part of a healthy lifestyle

### **Collaborate – we work closely with colleagues, customers and suppliers to build long term relationships**

- Treats people like people rather than costs
- Builds meaningful, supportive relationships
- Ensures everyone has clear roles and responsibilities
- Listens and uses appropriate words and body language
- Is positive, motivational and enthusiastic; a good role model
- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes