

Job Title: Production Planner
Reporting to: Production Supervisor
Direct Reports: None
Hours: Sun – Wed & Wed-Sat 7am till 7pm
Location: Salford Priors, Evesham

Job Purpose: To provide effective and efficient planning and operational support to the Salford Priors' Production Team.

Main duties and responsibilities:

- Develop and maintain daily, weekly, and monthly production schedules based on sales forecasts, inventory levels, and customer demand.
- Adjust schedules in real-time in response to supply chain disruptions, machine downtime, or urgent orders.
- Monitor raw materials, packaging, and finished goods inventory.
- Coordinate with procurement to ensure timely availability of materials.
- Communicate production plans and changes to all relevant departments.
- Analyse production capacity and resource utilization.
- Identify bottlenecks and propose capacity adjustments or improvements.
- Support planning of maintenance windows without disrupting production.
- Support implementation of best practices in planning and scheduling.
- Ensure production plans comply with food safety, hygiene, and regulatory standards.
- Coordinate with QA to ensure all products meet specifications.
- Identify risks to production
- Develop contingency plans and prioritize production in line with business needs.
- To proactively participate in the individual performance management process, achieving SMART targets and continuous personal developments
- To fully participate in the development of the Packhouse vision.
- To undertake any other duties that are appropriate for the role and contribute to the overall success of the Salford Priors production site.

Person Specification

	Essential	Desirable	Assessed
Education			
Minimum GCSE A to C grade or equivalent in maths and English.	X		Application
Experience			
Proficiency in Microsoft Office applications	X		Application/Interview/Test
Previous experience in a production planning, scheduling, supply chain, logistics, operations or manufacturing support role.	X		Application/Interview/Test
Experience analysing data and producing reports to support decision making.	X		Application/Interview
Experience within food manufacturing, fresh produce or FMCG.		X	Application/Interview/Test
Experience of demand forecasting and capacity planning.		X	Application/Interview/Test
Experience supporting continuous improvement initiatives.		X	Application/Interview/Test
Skills			
Effective verbal and written communication skills	X		Application/ Interview/Test
Effective analytical and problem-solving ability			
Effective interpersonal skills to influence and build relationships across departments	X		Application/Interview
Attention to detail and accuracy	X		Application/Interview
Ability to manage multiple priorities and meet tight deadlines	X		Application/Interview/Test
Team-focused approach with a collaborative working style	X		Application/Interview
Ability to identify risks and proactively develop solutions	X		Application/Interview
Ability to remain calm and effective under pressure	X		Application/Interview
Effective decision-making skills and ability to work using own initiative	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview

**Angus Soft Fruits
Company Values and Behaviours**

With Integrity - we do what we say we will

- We are respectful and understanding of others, always
- We treat people like people and look to help each other
- We honour agreements and develop long term trusting relationships
- We are patient, tolerant and show gratitude to others
- We do the right thing for ourselves and others

Excelling - we always aim high

- We seek to raise the bar in our industry in everything that we do
- We are positive, proactive & fun with ambition and drive
- We set clear targets & we aim to exceed them and even if we don't, we will next time
- We are learners, we develop & inspire our colleagues

With Efficiency - we keep it simple

- We are organised and structured in the way that we work
- We work smarter not harder
- We communicate clearly and concisely
- We get it right first time, everytime
- We avoid unnecessary waste

Innovating - we challenge the status quo

- We are adventurous
- We are brave in trying new ways of working
- We are passionate in the development of new varieties and products
- We lead in the development of new technology

Collaborating - together we go further

- We work together as ONE TEAM to deliver outstanding results
- We actively listen to each other & engage in positive & challenging debate

With Curiosity - we dig deeper

- We explore new opportunities & approaches
- We look at things from other points of view
- We are open minded
- We use creative solutions
- We are eager to learn