

JOB DESCRIPTION



SECTION 1 – IDENTIFYING INFORMATION			
Job Title	Hygiene Supervisor	Department	Production
Function	Technical	Site	Farmhouse Fare
Date	6 th December	Approved by (manager)	Operations Manager

SECTION 2 – JOB SUMMARY
<p>To ensure that high standards of hygiene are adhered to and maintained in all sections of the factory working within the hygiene windows, whilst ensuring that health and safety and food safety are not compromised.</p>

SECTION 3 – KEY ACCOUNTIBILITIES	% OF TIME
<p>Team Supervision and Organisation of a team of hygiene operatives with responsibility for the hygiene team. Ensure all staff adequately trained in all the necessary cleaning instruction cards and chemical handling, working together with the hygiene team to deliver high standard of hygiene throughout the factory. Work collaboratively with the training and technical departments and our chemical suppliers. ‘Hands on’ where required.</p>	25%
<p>Cleaning instructions cards (CIC's) Assists in writing CIC's for all equipment, ensuring that all Key Inspection Points (KIP's) are included. Review CIC's periodically to drive improvements in cleaning and time required for each task.</p>	20%
<p>Standards and KPI's Monitor cleaning standards of teams through visual checks, swabbing scheduled swabbing and hygiene audits. Hygiene standards must meet the KPI's set by the Technical Manager. Investigate standards and CIC's following any swabbing out of specifications.</p>	25%
<p>Planning and Documentation Planning labour for each shift managing holidays and absence ensuring a weekly schedule is communicated to production and technical. Complete documentation as required, i.e. audit paperwork, training records, swabbing schedules and handover documents.</p>	20%
<p>Project Work Carry out project work and reports as required by the business.</p>	10%

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SECTION 4 – EDUCATION & EXPERIENCE	
Education Level (i.e. Degree, Prof. Quals., etc)	Good understanding of English and Maths, willingness to learn more important than qualifications.
Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc)	Experience working as a hygiene operative within a food industry. Experience as a supervisor or team leader preferred.
Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc)	Lead from the front. Take a 'hands on' approach and assist the Team with tasks where necessary.

SECTION 5 – DIMENSIONS & SCOPE			
Budgetary Responsibility Raising of Po's in line with company procedures	Direct/Indirect Budget	Size/Amount	
Other key dimensions (.e.g. sales, products, skus, reports, invoices, etc Please put description and numbers	Indirect management of chemical budget through management of usage.		

SECTION 6 – CONDITIONS OF ROLE	
State any conditions for role (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc)	Site specific, Farmhouse Fare. Working within the factory which in the main is a chilled environment, working with cleaning chemicals.

SECTION 7 – POSITION IN ORGANISATION		
<u>Peer Positions (list below)</u>	Team Size (if none put 0)	6 night shift hygiene + 2 day shift hygiene, plus some training responsibility for tray wash teams
	Reports to (Job Title)	Shift Managers
	PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART	

SECTION 8 – SIGNATORIES			
Job Holder Signature		Manager Signature	
Name		Name	
Date		Date	