



JOB DESCRIPTION

Role Title: Packing Centre Supervisor

Location: Nr Tregony, Cornwall

Type: Approx. 35 hours a week/ including Bank Holidays

Role Summary:

To actively lead and manage the daily operation of the Packing Centre with the support of the Packing Centre Manager. Ensuring a smooth flow of raw materials and finished goods is kept so to minimise downtime and maximise line efficiencies and throughout.

Manage daily document data, records/traceability incoming and outgoing eggs through Egg Base software to audit standards.

Responsibilities:

- Quality check eggs before going on to the lines
- Input incoming egg tickets/dockets into Eggbase software
- Ensure safe storage in the area
- Maintain accurate stock rotation
- Prepare lines ahead of packing based on order profile
- Ensure Raw material is available pre packing
- Manage date codes on products
- Update the order boards for staff to follow based on customer order priority
- Organise labour for daily tasks
- Maintain machines consumables levels (ink/paper/labels etc.)
- Manage a 'clean as you go' policy at ALL times
- Follow daily packing plans
- Communicate with the rest of the business regarding any issues in a timely manner
- Oversee the daily clean down of areas
- Ensure site is ready for following days packing ahead of time
- Being Pro-Active and see what's coming as opposed to being reactive
- Communicate positively with the team to ensure a happy working environment

Key Objectives/Measurable:

- Data information accuracy
- Hygiene controls
- Date accuracy
- Time management
- Customer service
- Health & Safety and Waste



Skills/ Experience:

- Work on own initiative
- Pro active
- Numeracy skills
- Attention to detail
- Reliable and flexible
- Work well under pressure
- Management skills
- Good communication skills
- Leadership skills
- Team player
- Pro Active
- Can do approach

Note: As a 7 day working operation we require employees to be flexible in their hours/days of work when requested by the business to support the operation. This will always be notified as far ahead as possible but occasionally will be short notice.