



Position Description

Position title:	Cheese Plant Production Manager
Position reports to:	General Manager - Operations
Location of position:	719 Halswell Junction Road, Hornby, Christchurch
Key relationships:	Production Supervisor - Packing, Team Members in Process Rooms, Packing Room, De-carton, Dispatch, General Manager, Office Staff
Special working conditions:	As per employment agreement
Job Description last revised:	December 2018
Position's primary objective:	To effectively fill customer orders on time by leading the process and packing teams to run the entire process efficiently and meet all quality standards

Key Tasks	Task Activities	Expected Outcomes
Production Planning & Scheduling	<ul style="list-style-type: none"> • Assist with implementing a production planning process to forecast demand and schedule production. 	<ul style="list-style-type: none"> • The business is able to plan ahead regarding stock purchase, production scheduling and with a well informed sales team based on proactive production planning.
Production Management	<ul style="list-style-type: none"> • On a daily basis, have direct responsibility for: <ol style="list-style-type: none"> a) Timely preparation of the Plant for efficient and hygienic production. b) Production flow and control including: <ul style="list-style-type: none"> ○ Yields and Throughput ○ Sequencing of jobs ○ Updating time schedules ○ Meeting production timeframes ○ Product quality control ○ Process quality control ○ Stock management quality control ○ Product testing ○ Health & Safety standards 	<ul style="list-style-type: none"> • Production yield and throughputs are consistently achieved, measured and improved
Stock Management-Production Planning	<ul style="list-style-type: none"> • Overall responsibility for stock management: <ol style="list-style-type: none"> a) Effective stock management processes in place b) Daily planning and forecasting c) Assisting with stock takes d) Stock reporting 	<ul style="list-style-type: none"> • All stock is accounted for. • Plant is never out of stock. • Purchasing is cost effective.

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Implementation of Process Improvement	<ul style="list-style-type: none"> Identify opportunities to improve processes, systems and procedures. Actively investigate systems used in similar plants. Implement best cost strategies as developed in accordance with the Dairyworks strategic plan. 	<ul style="list-style-type: none"> SOP standards are visible and effective, 100% compliance. 100% customer satisfaction (internal/external). Achievement of agreed cost savings.
Quality Assurance	<ul style="list-style-type: none"> Ensure systems and processes are in place and up to standard to protect quality of Products and Plant hygiene and order. Ensure team members strictly follow agreed production practices and standards. Evaluate the production process and recommend changes to the General Manager to improve the quality and speed of production. Ensure documentation is up-to-date and readily available for audit inspection. Ensure 'quality assurance' systems and processes are in place and up to standard to protect the business. Drive continuous improvement participation by staff e.g. providing forums/methods for staff to offer ideas and solutions, joining in improvement discussions, helping to decide and implement better ways of doing things. 	<ul style="list-style-type: none"> Team members consistently uphold production standards. Quality Assurance systems and processes are in place and up to standard to protect the business. Documentation is up-to-date and readily available. Everyone has the opportunity to be involved in continuous improvement activity.
Plant	<ul style="list-style-type: none"> On a daily basis ensure the Plant is: <ol style="list-style-type: none"> Temperature controlled Hygienic Tidy Orderly Secure 	<ul style="list-style-type: none"> Management of the Plant provides for uninterrupted production.
Assets/Equipment	<ul style="list-style-type: none"> Ensure timely maintenance and replacement of production equipment. Use production related assets to enhance performance. Active and effective participation in plant Health & Safety committee. Ensure compliance with all HACCP (food safety) and health and safety activities and directions. Proactively contribute to improving HACCP (food safety) and health and safety in the workplace. 	<ul style="list-style-type: none"> Equipment management provides for uninterrupted production. Opportunities to improve/maximize production Incidents, hazards and near - misses are reported. HACCP standards are always met asset performance/use are identified and implemented. Agreed targets for cost reductions through better

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	<ul style="list-style-type: none"> • Liaise with General Manager and Engineers to ensure all plant machinery is fully maintained. 	<ul style="list-style-type: none"> • utilization of production resources are met.
People Management	<ul style="list-style-type: none"> • Provide focus and direction for direct reports and all production team members • Responsible for: <ol style="list-style-type: none"> a) Recruitment, Orientation and Training b) Performance Management - assessment, managing poor performers c) Maintaining harmonious team relations d) Resolving staff issues and concerns e) On-job training of new employees f) Upholding production standards g) Upholding health and safety standards h) Staff communication i) Authorisation of timesheets j) Assessment of production skills and knowledge k) Management meetings • Union liaison and negotiations. 	<ul style="list-style-type: none"> • Team members work well together and feel well informed on what is happening in the company as it affects them. • Production team achieves agreed targets. • Permanent staff turnover is less than 15% per year. • All production staff complete the Start-UP Programme within their first month of employment. • Health and Safety practices of the company result in minimal to no minor injuries and no serious injuries. • Minimal to no formal grievances.
Management Reporting, Trend Analysis and Advice	<ul style="list-style-type: none"> • Direct responsibility for business management reporting: <ul style="list-style-type: none"> ◦ Regular management reporting ◦ Trend analysis (as required) ◦ Advise Owners of concerns, ideas, opportunities 	<ul style="list-style-type: none"> • Management reports are timely, accurate and relevant. • Key reports are archived for future reference.
Supplier Relationships	<ul style="list-style-type: none"> • Assist the General Manager with developing and maintaining good relationships with suppliers. 	<ul style="list-style-type: none"> • Sound supplier relationships are in place with products and services delivered on time, to standard, and within contractual terms.
Business Representation	<ul style="list-style-type: none"> • Represent Dairyworks in the community. 	<ul style="list-style-type: none"> • Professional representation of the company at all times.
Team Player	<ul style="list-style-type: none"> • To work as a member of the team and helping to maintain harmonious team relations. 	<ul style="list-style-type: none"> • Team member works well with others.
Values	<ul style="list-style-type: none"> • To behaviour in a manner that is consistent with the Company Values. 	<ul style="list-style-type: none"> • How we do things at work supports what we say is important in our Company Values.



Variation	<ul style="list-style-type: none">The company reserves the right to update this job description in accordance with changing work procedures and business needs.	<ul style="list-style-type: none">The job description is reflective of the work required and undertaken by this role.
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This job description is not exhaustive and other task and responsibilities may be requested of the job holder that addresses the needs of the Company and the role within the reasonable expectations of the job holder and Company management.

Qualifications, Skills, Experience

The position prefers the job holder to have experience in:

- A background in Process Management
- A background in Dairy processing
- Production and stores environment experience
- Strong mechanical aptitude
- Stock management
- Quality management / assurance
- Problem solving skills
- Previous experience in managing staff
- Forklift License
- First Aid Certificate

Other Attributes

The position requires the job holder to:

- Perform duties in accordance with the company's policies and procedures.
- Promote a high standard of personal hygiene, general appearance and personal safety.
- Establish and promote positive relations with others.
- Work effectively as an individual and as part of a team when required.
- Work in a professional and ethical manner and maintain confidentiality at all times.
- Manage workload in an efficient and effective manner.