

## **Job Description – *Factory Manager***

**Department:** Factory

**Responsible to:** Joint Managing Directors

**Responsible for:** Production Manager (Deputy for Factory Manager)  
Engineering Manager  
Logistics Manager  
Stock Controller

**Job Purpose:** To manage the Operations of the Company in accordance with the agreed budget and in compliance with Health and Safety legislation.

To manufacture and pack instant coffee products in the most cost-effective manner to ensure supply is maintained to all customers.

To ensure the site works within the constraints identified by BRC and the customers audit requirements.

### **Main Duties and Responsibilities**

Senior point of production, process, logistics and supply chain contact

#### **Production**

- To manage and control costs and yields within the Process Department.
- To manage and control costs and giveaway within the Packing Department.
- To manage and control costs within the Engineering Department.
- To manage and control costs within the Warehouse Department.
- To plan production.
- To monitor and improve factory performance through development and an agreed capital investment plan.
- To manage all aspects of Health and Safety working alongside the company's Health & Safety advisor.

#### **Other**

To carry out any other duties that may be required which are consistent with the responsibilities of the post and its grading.

### **Internal Working Relationships**

The work of the Factory Manager will demand comprehensive management on a day-to-day basis of the Production Manager, Logistics Manager and Supply Chain Supervisor, and members of their teams.

Also to work alongside the Technical Manager, Food Technologists and members of the Quality Assurance team. There will be the need to communicate, understand and support the daily demands of the Production system. Therefore it is imperative that a strong and healthy working relationship is built and maintained.

There will be the need to work with specific members of the group. Other working relationships will involve the Admin and Accounts Assistants, and individuals working within the production and process

areas, the HR department, the Warehouse team, the Engineering team, and any other member of staff who may need to liaise with the Factory Manager.

### **External Working Relationships**

There will be the need to work with Customers, Suppliers, Contractors, Consultants and any other third party agencies when necessary.

### **People Management Responsibilities**

#### **People Management**

- Adhere to the performance management system
- Recruit and manage individuals effectively to create a high performing team
- Provide leadership, direction and feedback on team and individual objectives
- Facilitate training and the development of an appropriate skills base within the team
- Encourage personal development and help others to learn
- Foster two way communication and effective team-working

#### **Corporate Citizenship/Awareness**

- Promote and demonstrate commitment to company's values, behaviours and corporate objectives, including the CSR policy
- Demonstrate a commitment to (and promote) equality and diversity ensuring company is an inclusive environment in which individuals are respected and unacceptable behaviours challenged
- Manage self and others in accordance with company policies and procedures
- Contribute to cross disciplinary activity, where appropriate