

JOB DESCRIPTION

Job Title: Hygiene Team Leader

Department: Bakery

Responsible to: Site Manager

JOB PURPOSE

To lead a team of Hygiene Operatives and Bakery Operatives (during cleaning activities) to maintain the site to the level required by our customer base and to meet legal requirements

PRINCIPAL RESPONSIBILITIES

1. To lead the Hygiene Team as first line Hygiene Team Leader, to ensure the completion of hygiene schedules to ensure plant and environment are maintained to a high standard. To do this through the effective deployment of resources, forward planning and continuous improvement.
2. Responsible for ensuring that the required quality, safety, hygiene and environmental standards are implemented, maintained and improved.
3. Responsible for supporting the engineering function in routine preventative maintenance and cleaning and also the production function in line set up/line start up post deep cleaning and maintenance.
4. To ensure the hygiene standards, cleaning procedures, practises and equipment are continually re-evaluated in line with best practise, customer guidelines and legislation.
5. Responsible for the development and training of all the site hygiene activities with the Hygiene and Bakery Team Members to maximise their potential, flexibility and overall skill levels across the Bakery.
6. To meet with suppliers to optimise chemical cleaning and equipment to ensure optimum comfort in use for staff and effectiveness for the job. In particular to keep abreast of customer guidelines on chemicals/equipment and to stay ahead of the competition in the use of innovative products.
7. Responsible for ensuring effective communication with regards plant hygiene standards across and between shifts within the teams to ensure optimum performance is achieved.
8. Develop close working relationships with colleagues in other functions such as; production, engineering, technical and NPD

9. To respond to audit reports, corrective action summaries to ensure work is carried out to an agreed timescale and manner.
10. To present to customers documentation to support the Hygiene Operation including Chemical Data Sheets, Training Records and completion/sign off back to production records. To assist in the planning and delivery of customer audits/visits which may be announced or unannounced and ensure the team are clear on what is required of them.
11. Responsible for ensuring all work conforms to the processes and procedures of the 'Quality Management System' and 'Health and Safety Management System'.

ADDITIONAL RESPONSIBILITIES

Personal Performance

- To take responsibility for personal performance and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.
- To be clear about what is expected of the individuals in the team

Customer Focus

- To consider behaviour of the team in relation to customer satisfaction and to ensure brand protection occurs.

Values and Behaviours

- To encourage and promote the values of the company and to comply with the required standards of conduct.

Equality and Diversity

- To promote, adhere to and implement the Equal Opportunities policy.

Health and Safety

- To work in compliance with the Health & Safety Policy to ensure hazards are identified and risk assessed and controlled.
- To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

- To promote the Environmental Policy by implementing working practices and procedures that ensure a sustainable approach to the use of resources are disposed of in an efficient and environmentally friendly way.

N.B.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the role.

