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| **ROLE PROFILE** |
| Job title | Hygiene Manager | Date | 10.02.2021 |
| Department | Hygiene |
| Location | Soreen  |
| **ROLE SUMMARY** Summarise in one or two sentences the highlights of the job in terms of its purpose and overall responsibility.  |
| To ensure the hygiene standards are maintained and areas cleaned according to cleaning schedules with all relevant paperwork completed for the jobs. |
| **REPORTING STRUCTURE** |
| Reports to | Operations Manager |
| Key internal stakeholders | Operations Director, Technical Manager, Production Manager, HSE Manager |
| Key external stakeholders | Chemical Supplier, PPE Consumables, Waste Management Suppliers, Contract Cleaning Company Consumables Supplier |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| **Accountabilities*** Ensure areas are cleaned according to cleaning schedules in place and to standards required
* Complete/check paperwork to ensure all correct to audit standards
* Complete actions raised on GMP, Retailer, Third party and Pest Control audits
* Ensure all equipment, machinery parts have a written cleaning procedure and are on the cleaning schedule.
* Ensure cleaning equipment is clean and suitable for use
* Ensure correct colour coding equipment is in use

**Main Duties include:*** Reporting into the Operations Manager with responsibility for a team of hygiene operatives, covering day & nights shifts.
* Develop and manage a robust hygiene team to ensure high standards of cleaning are achieved
* Arrange cover for absent staff on hygiene team (to cover sickness and holidays).
* Control of departments overheads, to include labour budget, chemical spend and consumables
* Ability to work on own initiative (e.g. if areas need cleaning additional to documented schedule
* Working closely with production line managers to ensure the site hygiene standards are met and maintained.
* Monitoring of the chemical dosing units
* Maintain and control stock levels for all cleaning chemicals, cleaning equipment and sundries
* Ensure the colour coded cleaning equipment is in the correct designated areas
* Ensure cleaning equipment is clean, and suitable for purpose.
* Develop and maintain cleaning instructions for the entire site (internal, external, staff facilities etc)
* Ensure that the cleaning manual is up to date with all the cleaning tasks documented and recorded.
* Carry out training of staff against cleaning schedules and use of cleaning chemicals.
* Carry out self audits on equipment to ensure hygiene standards are maintained
* Ensuring all areas cleaned according to cleaning schedules in place and to standards required
* Complete paperwork for daily, weekly, monthly, 6 monthly & annual schedules – be able to demonstrate this to third party auditors
* Ensure Health & Safety is at the fore front of every hygiene activity. All staff must be signed off as competent.
* Support all relevant activities in preparation for customer audits and third-party visits
* Complete and sign off action points raised in GMP and Pest Control audits.
* Complete Risk assessments, SOP’s and SSOW relevant to the hygiene department
* Complete a weekly KPI on % cleaning completed.
* Any other tasks as and when required as designated by the Operations Manager
* Assist with internal audits, to include GMP.
* Manage pest control on site, to include the pest control contractor during the site visits
* Oversee the Laundry service
* Oversee the Waste management system and liaise with Service provider

**KPI’s*** Manage the hygiene budget in line with the business spend forecast
* Ensure all paperwork completed to audit standards
* Carry out random checks on equipment to ensure hygiene standards are maintained
* Help in the training of staff against cleaning schedules
* Ensure cleaning tasks assigned to the Hygiene Staff are carried out
* Weekly Hygiene % Compliance to Schedule
* Audit Performance – Customer / third party and internal Audits
* Hygiene team Absenteeism
* Regular 1-2-1’s with staff
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGEList the skills gained through education and experience required to effectively function in the position |
| **Essential*** At least 2 years hygiene experience in a Managerial position in a food manufacturing environment.
* Food hygiene for Managers
* HACCP awareness
* IT proficient with Microsoft Word, Excel, outlook.
* COSHH
* IOSH
* A highly motivated, determined and enthusiastic individual
* Excellent communication skills
* Ability to influence / negotiate
* Ability to build, motivate and lead a team
* Decision making / problem solving skills
* Ability to work collaboratively, maintaining a positive outlook, under pressure
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| **ATTRIBUTES & BEHAVIOURS FOR SUCCESS** |
| **Behaviour** | **Descriptors** |
| **Focused on developing people** | * Consistently demonstrates that people are the top business priority.
* Devotes a significant % of time to supporting and coaching their people.
* People related activities are consistently placed high on the “to do” list.
* Always make themselves available to support team members, regardless of how busy they are.
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| **Builds strong relationships** | * Demonstrates they are a good listener who can take on board other points of view.
* Demonstrates trust in other teams and other colleagues.
* Displays a high level of emotional intelligence to understand how to improve a relationship.
* Willing to be the “better person” for the sake of building or maintaining a relationship.
* Consciously aware of key relationships which require more work to improve.
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| **Courage to make tough decisions** | * Demonstrates they can make a positive decision when none of the alternatives are attractive.
* Is able to make quick decisions when needed even if the data is not complete.
* Is able to take the “hard / right” decision (which will upset some people) rather than always opting for the “easy / but wrong” decisions.
* Consistently demonstrates high standards and does not drop standards just because the implications are challenging.
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| **Calmness during challenging times** | * The more challenging the situation the calmer we want our people to be.
* Does not get over-emotional when things go wrong.
* Recognises that challenging times call for the best kind of leadership.
* Focuses on the issue…….not the person who made a mistake or who discovered a problem.
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| **Leads by example** | * We should “walk the walk” as well as “talk the talk”.
* Displays a consistent approach in how they deal with everyone in the business regardless of their level.
* Demonstrates an unshakeable positive attitude regardless of how challenging the circumstances.
* Appreciates the views of everyone in the business and welcomes new ideas and challenges.
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