

PRODUCTION MANAGER

The Production Manager is responsible for overseeing and coordinating all production activities within the packing, staging, and distribution operations. The role ensures that products are received, processed, packed, and dispatched accurately, efficiently, and in accordance with customer specifications, food safety requirements, and internal quality standards. This position plays a vital role in delivering excellent customer service, maintaining operational flow, and ensuring cost-effective production.

Key Responsibilities

Operational Management

- Plan, organise, and manage daily production schedules across all processing and packing lines.
- Ensure efficient staging, allocation, and movement of produce from receiving to dispatch.
- Maintain optimal workflow to meet customer orders and delivery timelines.
- Coordinate closely with Staging, QC, Procurement, Dispatch, and Operations teams to ensure alignment and operational continuity.

Quality & Food Safety

- Enforce compliance with all food safety protocols, hygiene standards, and QA requirements.
- Work with the Quality Control team to resolve quality deviations and ensure corrective actions are implemented.
- Monitor produce-handling practices to minimise waste and maintain product integrity.

Team Leadership

- Supervise, lead, and motivate production supervisors, line leaders, and general staff.
- Schedule shifts, manage attendance, and ensure adequate staffing for operational demands.
- Provide ongoing coaching, performance management, and skills development.

Cost & Resource Management

- Manage labour efficiency and overtime control to meet budget targets.
- Monitor consumables, packaging materials, and equipment usage to minimise waste.
- Identify and implement cost-saving opportunities within production operations.

Equipment & Facility Oversight

- Ensure all equipment is functioning optimally and coordinate maintenance as needed.
- Maintain a clean, organised, and safe production environment.
- Report facility or equipment issues promptly to Maintenance or Management.



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Data, Reporting & Continuous Improvement

- Track production KPIs such as throughput, accuracy, waste, downtime, and labour productivity.
- Generate daily, weekly, and monthly production reports.
- Drive continuous improvement initiatives including workflow optimisation, process enhancements, and automation opportunities.
- Ensure accurate documentation relating to traceability, production logs, and compliance.

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