

Prep Room Assistant Manager

Freshview Foods are looking to recruit an experienced Assistant Manager for our busy Food Preparation Department. The purpose of the position is to assist the Preparation Room Manager with the day to day running of the department guaranteeing quality and productivity of produce ready for dispatch.

Managing, training and motivating a team to meet all KPI targets set by management.

To assist in the development and deployment of systems to maximise the production output and efficiency of the operation.

Whilst ensuring the Prep operation complies with all BRC, Health and Safety and Hygiene regulations.

Key Responsibilities:

- To ensure the operation runs efficiently over shift pattern and adjust accordingly for seasonal variations.
- To ensure maximum yields are reached and maintained.
- To ensure orders are produced to the business needs, with focus given to any over production.
- Record any waste giving details for action.
- To assist in the management of the team including rotas, holidays, sickness absence and performance management.
- Together with the department manager ensure all departmental KPI targets are met.
- To manage monthly stock takes as directed.
- To ensure stock levels are kept to the appropriate levels to fulfil production, working with the procurement department.
- Maintain finished product specifications.
- Oversee the maintenance of product labelling.
- To ensure all prepared items are produced adhering to H.A.C.C.P
- Oversee the training of all employees in all aspects of their role as well as in food hygiene and health and safety.
- Ensure that all equipment is maintained and in good working order.

Working hours:

40 per week, 5 shifts per week - 1.30pm-10pm

Salary:

Dependant on experience.

Location: Stoke-on-Trent

Telephone: 01782 717806

To apply:

Please apply in writing with an up to date CV for the attention of Nicola Lessiter to recruitment@freshviewfoods.co.uk