

## Maintenance Manager

We are seeking a motivated and focused Maintenance Manager to join our team.

### Purpose of the position

- Lead role in ensuring the highest standards of cleanliness and operational functionality required of a High-Quality Food service (BRC compliant) site with the aim to support the business to maintain and/or exceed customer service standards in accordance with agreed budgets, safe practice, promoting employee engagement and development, whilst also planning for the longer-term improvement of the business.
- To support the management team to ensure that the maintenance function performs effectively and efficiently daily and complies with all company policies and procedures, as well as BRC, Health and Safety and Hygiene regulations.
- Key role to manage the repairs to the site and any other equipment necessary to the site operation. To ensure the entire site preventative maintenance schedules are adhered to.
- To manage visiting contractors and ensure compliance with site rules and requirements.

### Key Activities & Responsibilities:

- Project Manage site developments/improvements
- Managing and leading change to ensure minimum disruption to core operational activities
- Adopt a 'firsthand' approach to ensuring site maintenance meets health and safety requirements and that facilities comply with legislation
- Assist with controlling and supervising outside contractors & engineers, issuing work permits (after suitable training), and checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies
- Together with management team, identify site maintenance, improvement, and development requirements
- Ensure Daily/Regular Plant and machinery checks
- Maintaining accurate job/service records
- Be prepared to respond to 'out of hours' breakdowns on a rota system, to include weekends
- Maintain spares inventory and order spares and equipment
- Co-ordinate the Manual Handling Equipment Maintenance Contract with the Supplier to ensure optimum performance of the MHE
- Respond to breakdown, repair, and maintenance calls, using skills and experience to minimise downtime
- To ensure that a proactive Planned Preventative Maintenance System is introduced to deliver targeted levels of Plant availability and Building Maintenance requirements. Ensure all the work is measured, documented, and signed off
- Advise the Head of Operations of any capital investment or large expenditure requirements
- To prepare and liaise with internal and external contacts for Site Audits and Inspections

To apply:

Service: Customer Service

Location: Stoke-on-Trent

Telephone: 01782 717806

Please apply in writing with an up to date CV to [recruitment@freshviewfoods.co.uk](mailto:recruitment@freshviewfoods.co.uk)

- To assist the Head of Operations to review and resource Suppliers and Service Level Agreements and Contracts. Audit Suppliers performance on a regular basis.
- Promote a culture of employee engagement on site through own actions and various other initiatives.
- In conjunction with operational management colleagues support the requirement for all equipment to be properly maintained and in good working order and any issues or damage to be reported to the appropriate line report or outside contractors, always requesting a quotation is received prior to work being carried out.
- Develop, maintain and as applicable improve the cleaning schedule and manage the performance and resourcing of the Site cleaning team
- Ensure that all members of the cleaning team are trained as appropriate in use of chemicals and equipment
- Responsible for the ordering, supply and safe storage of all cleaning chemicals and consumables.
- Ensure that all applicable legislation (H&S, Hygiene, BRC, etc.) for a modern food business are in place and adhered to by all and that any violations are reported to the business.
- Conduct disciplinary and grievance procedures as and when required in line with company policies and legislation/good practices.

Promote a culture of employee engagement on site through own actions and various other initiatives.

#### Key Attributes:

- Able to work under pressure
- Experience in management of the maintenance of a food service site.
- Understanding of how costs will impact the business, with a passion to drive cost out of the business.
- Able to develop and maintain strong relationships across the business.
- Good knowledge of maintenance procedures and systems to be maintained
- Excellent problem solving skills
- Self motivated to be able to work using own initiative

**Normal working days:** 5 out of 6 shifts per week on a rota basis.

**Salary:** Competitive dependent on experience



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Foods Ltd

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