



Job description – H&S and Site Manager

Contract: Full Time

Why Freshview?

If there's one word that encapsulates the ethos of Freshview Foods, it's 'excellence'. This applies to the quality of the produce we deliver as well as the levels of service we offer to our customers.

At Freshview Foods, we understand that commercial success is driven by talented employees and loyal customers. Just like our dedicated team members, who constantly go the extra mile to ensure our company's high standards are maintained and exceeded, Freshview is committed to ensuring our people feel safe, valued and engaged.

What you'll be doing

You will have the 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.

You will support the management team to ensure that the maintenance function performs effectively and efficiently daily and complies with all company policies and procedures and in particular Health and Safety and Food Hygiene regulations.

Support the management team in ensuring the engagement and ownership of all teams in our collective responsibility for Health and Safety on site ensuring that continued learning and best practice are applied to maintain a safe working environment.

This is a full-time contract, 40 hours, 5 shifts out of 6 operational days per week.

Based at: Freshview Foods Ltd, Unit 2 Lowfield Drive, Wolstanton, ST5 0UU.

Start and finish times vary but predominantly 7am-3.30pm -flexibility is required.

Salary: £38k - £43K dependant on experience

Your responsibilities

- Control and manage 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.
- Promote HSSE awareness by active involvement in HSSE practices.
- Together with management team, identify site maintenance, improvement, and development requirements. Maintain a spare inventory and order spares and equipment where necessary.
- Ensure Daily/MHE and machinery checks to ensure compliance.
- Maintaining accurate job/service records.
- Be prepared to respond to 'out of hours' breakdowns on a rota system, to include weekends, and use skills and experience to minimise downtime.
- To carry out checks on the Refrigeration Plant and liaise with the Refrigeration Company on any issues. Take part in review meetings with the Refrigeration Company to check on Plant Performance and Efficiency.
- Co-ordinate the Manual Handling Equipment Maintenance Contract with the Supplier to ensure optimum performance of the MHE.
- To ensure the proactive Planned Preventative Maintenance System is maintained and ensure all the work is measured, documented, and signed off.
- Control costs to ensure that budgetary targets are met for the department.
- To liaise with internal and external contacts for Site Audits and Inspections.
- To assist the General Manager to review Contractors and Service Level Agreements and Contracts. Audit Contractors performance on a regular basis.
- To keep abreast of all relevant Government Legislation, Company Policies, Procedures and Systems, ensuring that they are consistently adhered to, in accordance with established deadlines, where applicable
- 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.
- To communicate effectively with all other departments.
- Via both formal and informal meetings ensure that your line manager or the Senior Management are kept updated on any opportunities or threats that could impact the business.
- Through the department provide ongoing intelligence/data/information that can be used by other departments to make more informed decisions.
- Ensure that all applicable legislation (H&S, etc.) for a modern food business are in place and adhered to by all and that any violations are reported to the business.
- Ensure that all activities and areas of the workplace and risk assessments and that the finding of these assessments every six months or if there has been a change of procedure or an accident.
- Ensuring any products that are hazardous to people, have a data sheet which is then entered into the COSHH Manual, and that Staff are fully trained. This is reviewed every 12 months.
- Monitoring accidents (and Incidents) by entries into the (Accident) book daily. Investigating into the cause of the accident to see whether it is an industrial injury or not. Preparation of statistics monthly.
- Writing procedures so that everybody can follow them easily and ensure that they are kept in the same format. This responsibility covers the whole site. Master copies of procedures should be kept with you, and any copies should be issued on non-photocopy paper. Procedures are reviewed once a year.
- Ensure there is robust Document Control, that every document used in the site has an issue date and an issue number and that they are only issued by yourself. You must control the master copies and

issue relevant copies to each department. Any changes to documents are only to be amended and reissued by yourself. All documents must have an authorised signature.

- Monitor all Health and Safety training to ensure that it is of the right quality and give Health and Safety Induction's to all new starters and make sure that they receive Manual Handling Training. You can make recommendations for any changes to training if new equipment is introduced, there are operational changes, or an accident occurs. You are responsible for keeping all the files for the individuals up to date and make sure that all paperwork is filled in correctly and filed appropriately. You must therefore also make sure that any Trainers under your supervision keep to these standards.
- You must keep up to date with any relevant changes to legislation that may affect site. Ensure that all statutory inspections related to machinery, fire, harness, and water tests are carried out. Liaise with the local enforcing agency when required.
- Maintain and update the Fire plan and archive the signing-in sheets correctly.
- Manage the issue of work permits. Also make sure that the company complies with the law on site regarding the Health & Safety at Work Act 1974.
- When auditing the site, you must make sure that the standards are met and that we are working within the site procedures and site operation. You must keep records of all audits.
- Chair and ensure that Health and Safety Meetings are held once a month.
- Maintain and contribute to a working knowledge of Freshview Foods policies and regulations.

Skills & experience

- Ability to work in a very busy environment and to demonstrate initiative with a “level-headed” approach.
- Be a dynamic person able to move quickly between tasks as priority's demand.
- At least 2 years' experience managing a large site.
- Thorough knowledge of Health and Safety regulations and legislation.
- NEBOSH/ISOH Certification would be advantageous.
- Drives self and team to exceed goals. Plans and implements improvement across the organisation.
- Lead by example and act with honesty and integrity at all times.
- Deliver complex information in simple to understand terms.
- Demonstrate complete job knowledge to meet changing business needs.
- Considered a technical resource based on subject matter expertise.
- Actively seeks new knowledge and skills. Sponsors and supports the development of your team.

Personal qualities

- Ambitious - to always provide excellent service.
- Commitment - to continually support and show care to the business and our customers.
- To show Respect to our colleagues, suppliers, customers and the community.
- Flexibility to go the extra mile.



Note:

This description is based on the company's assessment of the requirements and functions of the job as of the date the description was prepared. It is a general guideline for both managers and employees, but it does not claim to be an exhaustive list of all aspects of the job. The company reserves the right to modify the description at any time, or to vary the duties and responsibilities of the job on either a temporary or indefinite basis to meet the requirements of the company's business.

Job holder Signature

Line Manager Signature

Date _____

