

## Job & Person Specification

<b>Job Title:</b>	Hygiene Supervisor	<b>Department:</b>	Technical
<b>Reporting to (Job Title):</b>	Quality Manager	<b>Location:</b>	Cairndow or Marybank

### Job Purpose

As Hygiene Supervisor you will support the Quality Manager in managing Hygiene operations, ensuring compliance with the highest standards of hygiene, quality and health and safety, whilst leading, coaching and developing a strong team.

### Person Specification – Essential

- Team player with ability to work on own initiative
- Strong interpersonal skills with the confidence to resolve conflict and report issues as they arise
- Competent computer skills, with confidence of using all software and applications
- Strong written, verbal and communication skills in English
- Strong listening and motivational skills
- Strong organisational and time management skills with the foresight to delegate as necessary
- Ability to build and maintain strong cross departmental relationships, i.e., Engineering, Hygiene.
- Proactive problem-solving skills
- Actively leads by example, adhering to all policies and procedures
- Flexible and adaptable working across multiple areas
- Ability to work in a fast-paced, challenging environment
- Takes ownership of own development
- Ability to create a safe, positive and productive working environment

### Person Specification - Preferable

- Experience of industry technical knowledge/working in a food processing environment
- Health & Safety Working Safely
- HACCP Level 3
- Level 3 Food Hygiene Certificate
- Chemical Training
- Management/Supervisory skills training

### Role Accountabilities

- **Hygiene:** Agree, monitor, communicate and review performance standards for all hygiene activities and devise and implement improvement plans. Key performance standards with daily hygiene inspections, microbiological standards which support the business plan. Ensuring process plant is food safe ready. Deputise for manager as required. Manage distribution of chemical and janitorial supplies, updating stock control records. Attend meetings as and when required. Responsible for site security and housekeeping.
- **Team Development:** Being actively involved in recruitment and development of new and existing members of staff. Communicate changes to all members of the team, clearly and effectively. Responsible for monitoring performance, mentoring and coaching Team Leader and Operatives as required. Support departmental manager with absence reviews and investigations.
- **Reporting:** Involved in updating CiC's and risk assessments. Completing documentation, including Return to Work and hygiene reports.
- **Quality:** Monitor hygiene processes, inclusion of all food safety and quality practices to ensure product parameters are met. Actively involved in Quality Assurance practices. Ensure food safety practices and culture are always maintained.
- **Continuous Improvement:** Identify opportunities for cost reduction by challenging existing practices, procedures and methods without compromising quality or service levels. Contribute to enhancing the working environment by sharing knowledge and ideas to drive positive changes in your team.
- **Sustainability:** Minimise waste in all day-to-day activities. Ensure waste is disposed of in the correctly manner.
- **Health and safety:** Ensure team follow safe working practices reporting any hazard and near misses through good catch system. Process or factory layout changes are subject to risk assessing.

## Organisation Chart

### Values

**We Prioritise Provenance** - We are proud of our provenance, bringing together our cultural differences to raise sustainable, nutritional salmon, with full value chain integrity.

**We Are Passionate** – We celebrate our passion for our business and our people, who go above and beyond to accomplish our shared purpose, together. This is our competitive advantage.

**We Are Respectful** - We respect and care for our natural environment, each other, our employees and our local communities in which we live and work – sustainability is at the heart of everything we do.