

Position Title **Boning Hall Manager**

Department: Boning Hall

Report To: Operations Manager

Job Purpose The Boning Hall Manager is a member of the Production Management Team reporting directly to the Operations Manager. The manager is responsible for the day to day management and development of all operational activities for the boning hall. This includes the management of health and safety of personnel, leading individuals on HR and training issues, quality control and production.

Responsibilities Operations

- Management of Yields- Ensure maximum target achieved as documented on weekly Boning Hall comparison reports (*ref: Pdraig Hegarty*).
- Promote a culture of discipline in cost control and productivity, ensuring maximum focus across all Boning Hall activities based on established KPI (Key Performance Indicator) model.
- Provide leadership and direct all on site Boning Hall related activities consistent with business requirements and strategic plans.
- Ensure all product is produced to customer specification.
- Evaluate, update and improve operating procedures in order to achieve maximum productivity ensuring full compliance of regulatory, customer and in-house standards.
- Assume responsibility for Boning Hall maintenance and ensure the maintenance team implement preventative maintenance programs.
- Ensure all company policies are followed by operatives in the Boning Hall in relation to hygiene, health, safety, environmental and HR.
- Responsible for the completion of SOP Training of Operatives in the Boning Hall in conjunction with the site training Officer.
- Responsible for Production Issues in the Boning Hall – Re-training of operatives in event of noncompliance issues highlighted by DAFM or other auditing body.
- Responsible for Job Rotation of operatives in the Boning Hall to ensure there is the skill set to cover all positions in their area. Completion of a skills matrix identifying what jobs can be completed by each operative.
- Ensure all check sheets are completed for Quality, Health & Safety and Environmental departments.
- Management of packaging in relation cost control/waste/leakers
- Ensure correct segregation of trims to meet customer specification to achieve maximum yields/returns

Specifications

- Ensure operatives are trained to the packing specifications required. Monitor packing to ensure specifications compliance.

Health & Safety:

- Take active leadership in the Health & Safety activities of their area and ensure compliance at all times with the Company Health and Safety policies.
-

- Take responsibility for the identification of hazards and risks assessments in their area.
- Ensure and enforce the wearing of correct Personnel Protective Equipment.
- Be responsible for ensuring that all employees under their control fully understand safety hazards and procedures related to their work. Ensure that all near misses and accidents are recorded efficiently and in a timely manner.

Environmental

- Responsible for the adherence of all staff to all environmental requirements e.g. waste segregation, water usage, energy usage, chemical usage etc.
- Responsible for the efficient operation of the boning hall and associated areas under your remit including good work practices & waste minimization.

Human Resources

- Supervise effective working and performance of production personnel and work with HR Manager to resolve any HR issues.
- Manage absenteeism and liaise with HR to address any issues.
- Provide and record training for new starts in conjunction with the site training Officer.
- Provide and record retraining/upskilling of current staff.

Work Experience Required

- A number of year's practical experience in a similar position within the food processing industry.

Specialised Training Required

- Demonstrate technical competence & practical experience in modern meat/food processing technologies.

Skills Required

- Strong leadership skills.
 - Ability to multi-task.
 - Excellent attention to detail.
 - Proficient in MS Office /basic excel and email
-