

Job Description	
Job Title: AD Site Supervisor	Reports to: ReFood Operations Manager
Grade: O1	Role Profile: Operations Supervisor
Based at: Widnes	Mobility/travel: No
Primary Purpose of the Role: To assist in the operational management of the Widnes ReFood AD Site. To carry out the role whilst ensuring health and safety procedures are followed at all times. Ensuring that high levels of productivity, attendance and customer satisfaction are maintained at all times.	
Key Duties and Responsibilities: Your duties and responsibilities will include but are not limited to the following: <ul style="list-style-type: none">• Be responsible for the daily site supervision of inputs of incoming raw material, ensuring that incoming material is handled and processed in an efficient and safe manner.• Undertake a variety of tasks with the result that any particular job is finished on time, to the correct specification, standard and within the boundaries of current legislation.• Manage and maintain the sites resources including personnel, the plant, equipment and fulfill health and safety requirements on a daily basis.• Supervise site daily sampling, testing, record keeping and reporting, along with any scheduled maintenance.• Liaise with other departments to ensure operational requirements are met and that as a business we are compliant with Animal Health, the Environment Agency and with the PAS 110 protocol.• Complete regular and routine monitoring of all site systems, whilst ensuring correct recordings, and observing recordings, are within set parameters to ensure optimal process tolerances.• Maintain a level of responsibility and duty of care towards their own health and safety and that of their colleagues when at work. Identify any hazards or problems and where possible inform management or take action to reduce that risk.• Perform general housekeeping duties to keep the plant hygiene standards up to the required standard.• Be flexible in terms of working hours and maintain good attendance / good time keeping.• To deputise in the absence of the site manager and to be included in the out of hours site alarm rota.	

- Any other relevant duties deemed necessary by the management team.

General:

- To work in a manner that reflects equal opportunities values; treating others with dignity and respect whilst taking into account the needs of colleagues and customers.
- Providing high standards of quality whilst promoting, building and maintaining effective working relationships with colleagues, suppliers and customers.
- Identifying training needs relevant to the job and participating in any training and development as required.
- Maintaining high levels of personal motivation, attendance and conduct.

The post holder's duties must be carried out in accordance with policies and procedures of SARIA Ltd including, but not limited to the Equal Opportunities, Harassment and Bullying Policy, the Health and Safety at Work Act 1974 and other subsequent health and safety legislation. These duties should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities for the Company, commensurate with the grading of the post.

Key Relationships:

- Operations Team
- Engineering Department (electrical and mechanical)
- Administration Teams
- ReFood Sales & Logistics Executives
- ReFood Supply Chain Executives
- Health & Safety Department

Person Specification		
		E = Essential / D = Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Relevant qualifications with IOSH. • Fort lift licence, or willingness to learn. 	D E
Knowledge	<ul style="list-style-type: none"> • A working knowledge of the waste sector, or experience involving biological processes. 	E
Relevant Experience	<ul style="list-style-type: none"> • Previous process plant experience; preferably involving biological processes or treatment. • Experience of completing risk assessments. 	D E

	<ul style="list-style-type: none"> • Have experience of SCADA or similar HMI systems. 	E
Skills and Competencies	<ul style="list-style-type: none"> • Excellent communication skills, written and verbal. • Strong I.T. Skills and must be proficient with Microsoft office. • Ability to interpret process data to maximise output and solve process issues. • Be able to work to tight deadlines. • Good numerical, analytical and diagnostic skills. 	E E E E E
Attitudes and Behaviours	<ul style="list-style-type: none"> • Ability to self-motivate and motivate others. • Have a strong work ethic and conscious to detail. • Be flexible, practical hard working and able to use own initiative. • Have a 'can do' attitude. 	E E E E
Decision Making	<ul style="list-style-type: none"> • Be able to make decisions relevant to role. 	E
Working Demands	<ul style="list-style-type: none"> • Part office based, part factory/site based. • May find environment unsavory i.e. sights and smells. • Be comfortable working at heights. 	E E E
Working Arrangements	<ul style="list-style-type: none"> • Permanent, full time. • Required to work flexible shift patterns. • Full UK Driving Licence. 	E E E