

Job Descriptions

Production Manager - Geelong

| Description | Measurable |
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| People | <p>Implement the HSE procedures throughout the factory, ensuring employees comply with these regulations, developing KVDG as a safe workplace.</p> <p>Manage any accidents or incidents that may occur, by:</p> <ul style="list-style-type: none"> • Providing corrective actions where required • Implementing appropriate controls to limit further damage or injury • Leading by example • Developing a Work Safely Culture <p>Reduce risks by:</p> <ul style="list-style-type: none"> • Identifying and leading the development of all the risk assessments for processes relating to the factory <p>Ensure the Company is appropriately organised and staffed. The Production Manager has the authority to engage and terminate employment of staff as necessary, with the guidance from the GM Human Resources to enable them to achieve the approved strategy.</p> <ul style="list-style-type: none"> • Ensure all staff are appropriately trained in their roles and provided appropriate training for individual personal development • Maximize staff skill levels throughout the plant creating and developing multi skilled, flexible and valuable employees • Meet with supervisors fortnightly and provide feedback on performance and development opportunities |
| Production and Process | <p>Driving production to meet service requirements is key to creating a sustainable operation.</p> <ul style="list-style-type: none"> • Lead the Production Team to implement actions when production targets are not met. Coach and mentor the Supervisors to identify root causes and implement actions • Provide input into daily factory and milk supply plans to ensure efficient use of factory resources to meet customer orders and KVDG targets • Work with the Supply Planning Manager to identify and manage variations to plan to minimise schedule adherence and service issues. • Ensure all equipment is operated correctly and collaborate with Maintenance to reduce down time occurring throughout the plant. |
| Continuous Improvement | <p>Work with Finance and the Continuous Improvement Manager to:</p> <ul style="list-style-type: none"> • Develop plans to improve efficiency and reduce cost • Manage projects to improve all aspects of production |
| Quality | <p>KVDG have set quality guidelines and procedures as laid out in the Food Safety and Quality Manual.</p> <ul style="list-style-type: none"> • Ensure all staff understand these guidelines and comply with the guidelines and procedures • Ensure appropriate action is taken when variances or non-conformances occur • Build a quality culture that proactively identifies quality risks and issues, putting in place actions to resolve them <p>Collaborate with Milk Supply and Quality to manage raw milk quality to produce the best quality products at all times.</p> <ul style="list-style-type: none"> • Ensure all results are reviewed regularly offering support and guidance were required <p>Work with the Quality team to investigate customer complaints and their responses.</p> <ul style="list-style-type: none"> • Ensure issues are investigated and actions implemented to resolve • Support customer visits to site |

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| Financial | <p>KVDG must meet the required financial outcomes as designated by the board, particularly the achievement of each annual financial budget,</p> <ul style="list-style-type: none"> • Develop and validate labour cost assumptions • Input into product costings • Manage spend to Production budgets • Create metrics and report on labour cost to standard |
| Environment | <p>Monitor and review wastage in milk and packaging and find ways of continually improving these areas Use the factory utilities effectively to optimise production planning and cost effectiveness of these resources. Minimise the environmental impact created from the emissions from the plant including noise, contamination of the water drains and the storm water drains.</p> <ul style="list-style-type: none"> • Liaise with the appropriate authorities representative when discharges occur. |
| Direct reports | <ul style="list-style-type: none"> • Production Supervisors (2) |
| Team Player | <p>The company wants to have a safe, friendly and enjoyable place to work. To this end we want all our employees to provide a pro-active approach in providing teamwork and support to each other within the business.</p> |
| | |

Signed -----
Site Manager
Date

Signed -----
Production Manager
Date