



<b>Job Title</b>	Packing Supervisor
<b>Department</b>	Packing Team/ Farm Kitchen
<b>Approximate Department Size</b>	1
<b>Reports to</b>	Farm Kitchen Operations Manager
<b>Direct Reports</b>	None at the moment – with the idea of growth
<b>Working hours and pattern</b>	40 hours over 5. M-F for now, subject to change based on department growth
<b>Will this role qualify for tronc or bonus?</b>	Performance Bonus

<b>Purpose of this role</b>
To lead the packing operation in the high-care production area at Avalon Farm, where we produce a growing range of ready meals, slow-cooked meats and soups. You'll ensure everything is processed and packaged to meet The Newt's exacting standards of quality, safety, and consistency. This role bridges the high- and low-care areas, requiring a hands-on, detail-driven approach to workflow management, quality assurance, and collaboration across teams.
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Oversee ingredient final processing and packaging in the high-care area to meet precise specifications</li> <li>• Lead and manage the packing team to meet production schedules and uphold safety and quality standards</li> <li>• Implement and monitor hygiene, food safety, and quality protocols across both care zones</li> <li>• Coordinate with cross-functional teams to ensure seamless product transfers</li> <li>• Maintain accurate stock levels and manage inventory, including ordering of ingredients and packaging materials</li> <li>• Conduct quality checks and document production outputs and food safety records.</li> <li>• Train and mentor team members in food handling, packaging techniques, and best practices to ensure consistency and compliance.</li> <li>• Support the recruitment, onboarding, and ongoing development of team members as the department grows, providing day-to-day leadership and performance management.</li> </ul>
<b>Characteristics needed for this role</b>
<ul style="list-style-type: none"> <li>• Strong leadership and team motivation skills</li> <li>• High attention to detail and organisational ability</li> <li>• Effective communicator with cross-functional teams</li> <li>• Quality- and safety-focused mindset</li> <li>• Adaptable and proactive in a fast-paced environment</li> </ul>



<b>Characteristics desired for this role</b>
NA
<b>Skills and experience needed for this role</b>
<ul style="list-style-type: none"> <li>• Experience in food production or kitchen supervisory roles</li> <li>• Knowledge of food safety, hygiene, and quality control standards</li> <li>• Proven ability to department workflows and processes, utilising the right people at the right time</li> </ul>
<b>Skills and experience desired for this role</b>
<ul style="list-style-type: none"> <li>• Experience in both high-care and low-care environments</li> <li>• Familiarity with inventory systems and production documentation</li> </ul>
<b>Qualifications needed for this role</b>
NA
<b>Qualifications desired for this role</b>
<ul style="list-style-type: none"> <li>• Food safety and hygiene certifications</li> <li>• HACCP awareness</li> </ul>
<b>Department Description</b>
<p>The Avalon Farm Kitchen is a state-of-the-art production facility at The Newt in Somerset, focused on delivering high-quality ready-to-eat and retail products. The facility uses estate-grown ingredients and advanced equipment to uphold the highest standards of food safety and quality. The environment is dynamic and offers opportunities to contribute to a vertically integrated food system.</p>