

**ROSE
OF JERICHO**

HORCHESTER FARM
HOLYWELL · DORCHESTER
DORSET · DT2 0LL

TEL · 01935 83676
FAX · 01935 83903

MANUFACTURERS OF TRADITIONAL
LIMES · MORTARS & PAINTS ·
MORTAR ANALYSIS & CONSULTANCY

Production Foreman

Dorchester DT2

Full-time

Salary: £22,500.00 /year

To support Rose of Jericho as we embark on a period of change and growth, this is an exciting time for a Production Foreman to join our small specialist team.

Reporting to the General Manager, the Production Foreman will oversee production but will be an active staff member in both paint shop and mortar yard, producing mortars, plasters, paints, and limewash (training will be provided) as well as managing stock levels and dealing with orders and deliveries.

The Production Foreman will be required to monitor all production operations to ensure efficiency, quality and safety, and ensure all orders are completed to the highest possible standards and on time.

MAIN DUTIES AND RESPONSIBILITIES:

Supervisory Role

Coordinate the team activities, communicating and assigning tasks.
Maintain work standards and outline behavioural expectations to ensure team morale and productivity.
Work with the team to overcome work challenges.
Ensure compliance with the company policies and procedures.
Recognise and raise employee issues with the General Manager.
Review processes and procedures and recommend improvement.
Periodically reassess daily goals to meet production requirements.

Paint shop & Yard Working

Work with and support the paint shop team producing paints and lime washes.
Work with and support the yard team slaking lime and producing mortars, plasters and specialist aggregates, and assist customers who come to collect.

Administration

Daily 8.00am production meeting with the General Manager.
Hold regular team meetings to assign tasks and set goals.
Prepare and maintain necessary logs and reports as instructed by Senior Management.
Report on work progress.
Daily timekeeping and reporting.

Quality Control

Responsible for ensuring that the completed work meets quality standards.
Oversee the execution of the work, including quality and production.
Inspect and check completed work.

Safety

Complete Health & Safety training.
Ensure a safe work culture, and a safe working environment.
Participate in safety/incident investigations.
Ensure all the required equipment and machinery checks are carried out.

You will be required to...

Become a Health & Safety Officer.
Drive a forklift.
Drive a JCB Teletruk.
Be a First Aider.
Be a Fire Warden.
Handle machinery and heavy loads.

info@roseofjericho.co.uk www.roseofjericho.co.uk

Rose of Jericho Ltd. Reg. No. 3909243 England & Wales. VAT No. 945 7899 49

Registered Office, 6 The Linen Yard. Crewkerne, TA18 8AB

WHO ARE WE LOOKING FOR?

Someone with...

Excellent attention to detail, accuracy, and consistency.
Strong interpersonal skills; able to communicate in a friendly and cooperative manner with employees, customers, and delivery drivers.
Good organisational skills.
Previous experience in a supervisory role.
An interest in conservation and restoration is advantageous.

OUR OFFERING

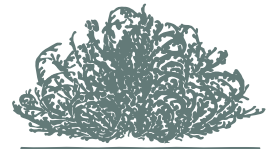
£22,500 per annum.

25 days holiday plus Bank Holidays.

42 hours per week Monday – Thursday 08:00 – 17:00 and Friday 08:00 – 16:30 (Half-hour unpaid lunch break per day).

Training and development.

To apply, send your CV to: recruitment@roseofjericho.co.uk



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