

Operations & Systems Coordinator
Based at Made In Oldstead in Ripon, North Yorkshire

Overview:-

We are looking for a talented, dynamic and motivated Operations & Systems Co-ordinator to join Made In Oldstead, the premium food box delivery service from Tommy Banks and the team behind The Black Swan at Oldstead and Roots York.

This role is crucial in the smooth running and delivery of three and five-course food boxes sent weekly, oven-ready. In this role, you will work with the Operations Manager to oversee all food box production outside of the kitchen.

The Role:-

- Oversee the packaging inventory, ensuring orders are placed when needed.
- Ensure that packing team have everything they need each week from modular boxes to correct labels.
- Oversee the printing of labels and manifests for the weekly packing process.
- Work with Operations Manager to oversee the production of all boxes, and work closely with other members of the operations team to ensure boxes are ready for dispatch.
- Work with the Operations Manager, NPD technologist and Head Chef to ensure people, processes and systems are in the place to hit production targets.
- Focus on the reduction of errors through the production process and strive for continued improvement.
- Assist in driving technology and process improvement to increase packing efficiency and reduce error rates.
- Take pride in improving production quality and respond promptly to any quality complaints.
- Understand and observe the HACCP process.
- Ensure the motivation of the packing team.

The Person:-

- Impressive qualifications and experience
- Experience in project or programme co-ordination
- Ability to work with a variety of people, a great self-starter.
- Able to work independently and as a team
- Excellent knowledge of Excel, and ability to understand and manage a variety of databases and systems.

Please email applications and CVs to careers@tommybanks.co.uk