Dairy Packing Supervisor

Dairy processing

Job title	Dairy Packing Supervisor
Department	Dairy processing
Reports to	Packing Manager
Direct reports	Filler operators, packing line operators and packing operatives on the shift
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Supervises dairy packing lines and fillers on a shift, making sure products are packed safely, correctly labelled and to the right weight. Leads the packing team to meet the plan, controls changeovers and packaging materials, and protects customers through rigorous label, date code and allergen checks.

Key responsibilities

Line set-up and changeovers

- Plan line running and changeover order to meet the packing plan with the least loss
- Make sure fillers and packing lines are set up correctly for each product and pack size
- Lead changeovers and line clearances, and sign off each line before start-up
- Track changeover times and work with operators and engineers to shorten them

Packaging materials

- Check that the correct containers, film, lids, labels and cases are staged for each run
- Monitor packaging use, waste and stock, and raise shortages early
- Reconcile labels and printed packaging at the end of each run
- Report faulty packaging materials and support supplier complaints

Labels, date codes and allergens

- Verify labels, date codes, batch codes and barcodes at start-up, after changeovers and at set intervals
- Make sure allergen changeovers, cleaning and verification are completed and recorded
- Remove obsolete packaging from the line to prevent mislabelling
- Check that metal detectors, checkweighers and vision systems work and are tested on time
- Hold suspect product and escalate to quality immediately

Weights control

- Make sure pack weights and volumes meet packaged goods law and customer specifications
- Monitor checkweigher data and fill trends, and adjust fillers to reduce giveaway
- Complete weight checks and records at the required frequency

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Team and output

- Allocate operators to lines, and coach and train them to work safely and correctly
- Monitor output, OEE and waste through the shift and act on losses
- Hold shift briefings and give clear handovers to the next shift
- Manage attendance, conduct and performance fairly
- Make sure guarding, lock-out, manual handling and PPE rules are followed

Qualifications and experience

Essential

- Experience supervising packing or filling lines in food, dairy or drinks manufacturing
- Hands-on knowledge of fillers, packing machines and line changeovers
- Good understanding of label, date code and allergen controls
- Working knowledge of HACCP and packed goods weight control
- Experience using line data, including OEE and checkweigher results
- Experience leading a shift team

Desirable

- Experience with high-speed bottle, carton, pot or pouch filling
- Supervisory or team leadership qualification
- Lean, SMED or continuous improvement training
- Health and safety qualification at supervisor level

Skills and attributes

- Strong attention to detail
- Clear communication and briefing
- Practical mechanical aptitude
- Planning and prioritising
- Problem solving under pressure
- Coaching and motivating people
- Firmness on standards

Measures of success

- Packing plan and output achieved
- Line OEE and changeover times
- No labelling, date code or allergen errors
- Weight giveaway and short-weight packs
- Packaging and product waste
- Safety incidents and near-miss reporting

Working conditions and safety

Shift-based role, which may include nights and weekends, in fast-moving, noisy and chilled packing halls. Wears hygiene clothing and PPE and spends most of the shift on the packing floor.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

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This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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