JOB DESCRIPTION

Role Title:	Spray Shop Supervisor	**Location:**	Bildeston
Department:	Workshop – Spray shop		
Reports to:	Spray Shop Manager	**Direct Reports:**	Spray shop Team in Managers absence

Role Overview:	You are responsible for the preparation, spraying and finishing of any products going through the workshop In the absence of the Spray Shop Manager managing the Spray Shop department ensuring that all processes are carried out in an efficient, timely and cost effective manner. Organising work for your team within delivery dates required and to attend production meetings.
Roles & Responsibilities:	<u>Spray Shop Operative</u> • Required to lift heavy products Doors/panels and use aids where required by H&S • Sanding by hand or with air assisted tools • Applying masking tape to cover areas that are not seen. • Filling cavities or dents with filler or wax • Mix paints/stains according to specification • Cleaning spray equipment and brushes with solvents or water • Using wire brushes or steel wool • Any other duties the Company may ask you to perform. • Working to the high level of quality expected within the Department. • Meeting set deadlines to ensure the smooth delivery of projects. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures <u>Supervisor Role</u> • Being the first point of call in Spray Shop / Finishing Department • Updating Scheduling Task and the Planner when needed. • Oversee that Quality Control measures are adhered to and all products manufactured to a high standard. • Working with the Team to ensure deadlines are met, prioritising jobs and meeting delivery date targets. • Promotes a climate in which information and knowledge is openly shared. • Ensuring that all activities demonstrate best practice. • You will oversee the work, performance and professional development of your team and mentor them. • Maintaining and developing good housekeeping • Look at operations and review working practices to ascertain if it is successful and advise solutions or alternatives to improve productivity. • Provide leadership and guidance, advice, coaching and direct support where required.

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	• Work closely with your Senior Manager/Director ensuring they are kept up to date with everything relating to the department. • Liaise with HR to get support to deal with Recruitment, FWA, Disciplinary's Absence Concerns, RTW Meetings, New Starters, Probations, Performance Issues, Leavers and all other employee requirements. • Ensuring workflow consistent, work constant – keeping ahead by planning workload, equipment needed and arrange overtime of team where required. • Attend Management meetings and cascade the information and report for the team. • You will be responsible for driving the development and implementation of company core values and objectives.		
Necessary Skills/Aptitude/ Knowledge/ Experience:	• Spraying experience & knowledge • Flexible working when required. • Diplomacy. • Good time keeping management and time keeping. • Ability to prioritize workload and deal with busy deadlines. • Being able to work under pressure. • Knowledge of veneer cutting seasons. • Good knowledge of veneer when selecting logs for projects. • Effective communication skills – verbal, written, oral. • Supervisory/management experience.		
Desirable Skills/Aptitude/ Knowledge/ Experience:	• Face fit testing exposure/awareness • COSH certificate • Previous experience within a joinery company • Knowledge of filter changes		
Qualifications: (Desirable to do the job)	• Any spraying qualifications		
Key Internal Relationships:	• All Workshop Teams – Stores, Dispatch, Veneer, Joinery, CNC, Mill • Spray Shop Manager • Workshop Manager • All other site colleagues/Departments Teams		
Key External Relationships:	• Suppliers • Clients • Visitors		
Prepared By:	Spray Shop Manager	**Date:**	November 2023