Job Description / Specification

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| Position:  |
| Reports To: | Date Prepared:  |
| Controls | Budget/Waste: |
| Staff: |  |
| Main Purpose of the Job: Describe how this job helps the organisation to achieve its goals |

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| Key Tasks | Performance Standards | Measurement Tools |
| Producing product availability at target cost rate | E.g. Period of stock turnover do not exceed | Monthly report listing purchases |
| Producing product efficiently | E.g. Overdue orders at the end of each week do not exceed 5% of the total | Weekly overdue report |
| Controlling production costs | Department and general costs do not exceed the budget | Finance report actuals |
| Maintaining machinery and employee safety | E.g. All legal H&S legal obligations & requirements are met  | Safety Audits & Accident reports |
| Managing staff | E.g. Attrition rates are kept to the target of 15% | Personnel records |
| Employee: | Manager: | Date agreed / reviewed: |