



Site Services Supervisor - Wimbledon

Who are we?

Abel & Cole has pioneered organic, ethical and sustainable food delivery for over 30 years. Doing things better is our bread and butter; from saving over 60 million plastic bags by using reusable boxes for our food deliveries, to finding alternatives to plastic long before it hit the headlines. We are forever challenging ourselves to find the most positive way to do business and want everyone to eat organic because it's one way to save the future. It's these values that enabled us to become B Corp certified; an optional audit we've gone through to recognise how we put people and planet before profit, as well as help us find room for further improvement.

We're looking for more people to join our team of almost 550, to share our passion for doing the right thing even bigger and better than we do already. In a fast paced and competitive market, we know it's our people who make the difference. We've learnt how important it is to recognise, develop and promote from within; and that trusting people lets them come up with the best ideas and that helps our entrepreneurial spirit to thrive.

Want to see more? Check us out at www.abelandcole.co.uk, <https://bcorporation.net/directory/abel-cole> and [Instagram](#)

Role Summary

Reporting to the Site Services Manager and acting as an ambassador for Abel & Cole this is a fantastic opportunity to join an award winning team that is passionate about delivering top quality, organic produce direct to the customer's door. As our Site Services Supervisor you will be responsible for delivering an effective facilities maintenance support to the operational and facilities equipment across the Wimbledon site, and providing support and direction to the Site Services team. We will be looking to you to support the implementation and maintenance of a culture of food safety, quality, legality and authenticity across the business. We understand a role like this can be equal parts rewarding and challenging, but we believe in our staff and, by doing things a little differently, we truly believe we offer a one of a kind experience within the market. We will, of course, offer you full training and support to help you develop in your role alongside a host of benefits. If you are looking for something new then read on to find out more:

Here's what you'll be getting up to:

- To ensure all aspects of the Facilities and maintenance service are carried out and maintained to the required standards.
- To work within the monthly Site Services budget and ensure all expenditure is authorised and recorded according to Abel and Cole procedures.
- Be the main point of contact for site service providers such as pest control, waste management, and hygiene contracts.
- Lead the Site Services function at key business meetings, such as Monthly Health and Safety Meeting.
- Champion Health and Safety procedures, reporting and culture within the Site Services team.



- Conduct COSHH assessments, risk assessments and document safe systems of work for all Facilities and maintenance tasks.
- Day to day supervision of the on-site Site Services team
- Manage Contractor control
- Develop strong working relationships with different department in order to drive continuous improvement in site standards.
- Keep well documented training records for the Site Services team and all compliance related to training.
- To conduct employee Performance Development Reviews when required and establish training and development plans where necessary.

Here's what we are looking for:

- A competent professional with proven experience of supervising and leading a Facilities/Maintenance team within a food manufacturing environment
- A confident and assertive individual, able to communicate and set clear expectations both internally up to board level and externally
- A good understanding of CGMP and Quality standards
- Flexible approach to working and committed to occasional night shifts and weekend working
- Proven experience of driving improvements in site standards
- Knowledge of Statutory, Regulatory compliance requirements, cleaning systems and methodology
- Experience of conducting training on a 1:1 basis or to small groups.
- PC literate, particularly in MS Office applications
- Professional, honest with integrity

What we offer

- This is a full-time position, Monday – Friday 37.5 hours per week – some flexibility may be required upon occasion
- 28 days inclusive of bank holidays running from the 1st May to 30th April.
- A free box of fruit and veg every week (It's pretty delicious!) alongside company discount of up to 35%.
- Cycle to Work Scheme.
- Grants for sport, performing arts, education and non-vocational courses.

If you feel that you have what it takes to be our Site services Supervisor please send your CV and a short cover letter explaining your interest in the role to: careers@abelandcole.co.uk

Abel & Cole promotes equal opportunities for all employees. We want our employees to develop their talents to the full for the benefit of all. Members of staff are expected to take personal responsibility for keeping our workplace free from discrimination - a place where everyone is treated respectfully.