

HMC UK - JOB DESCRIPTION



Job Title:	HMC Inspector
Department:	Inspector
Reporting to (Manager):	Plant Line Manager
Job Type:	Part Time
Job Length:	Permanent Position

Role:

To ensure HMC certified Slaughtering, Cutting & Processing Plants are complying with standards in relation to the provision of Halal foods. In addition the successful candidate will audit the process within the academic institutions and production facilities and approve & certify the products in question.

Salary & Hours

Zero hour contract. Remuneration will be UK minimum wage and travel mileage at 30 pence per mile after deduction of the first 6 miles.

Method of Assessment

- Interview & Application Form
- Any potential candidate for the position will be required to complete a 6 month probationary evaluation period

Main Duties of an Inspector

Main Duties of an Inspector include the following:

1. Inspection/Supervision throughout
2. Completion of Documentation via App
3. General
4. Customer care
5. Other

Main Duties (details)

Inspection / Operation

1. Adhere to the Inspection procedures and systems as specified within the HMC Process Document.
2. To be punctual to ensure that the plant in question is adhering to the halal criteria as specified by HMC
3. To inspect/supervise each plant thoroughly
4. Establish source and products that are approved
5. Ensure all equipment is checked including fridges, freezers, display cabinets, equipment, freezer vans and all other storage areas.
6. Ensure all products and certification devices are applied/placed correctly before leaving the plant.
7. To ensure all inspections are carried out courteously in cooperation with all staff.

Documentation

1. Ensure documentation is completed in line with the Inspection procedures and systems
2. Ensure that the certified plant has all the relevant documentation in relation to HMC products on site.
3. Ensure time sheets and monitoring logs are completed and submitted to Head Office on a regular and

timely basis.

4. To be able to keep a track of HMC's certification devices and be able to reconcile/audit its usage and maintenance of associated equipment.

General

1. To avoid confrontation and deal with disputes in a calm and rational manner and in consultation with the HMC Head Office.
2. Work closely and collaboratively with the Plant Line Manager.
3. Liaise with local plants/organisations and communities to raise the profile of HMC.
4. To liaise with HMC head office and provide weekly/daily inspection updates.
5. To undertake any other tasks and duties that may be reasonably requested by the Plant Line Manager, HMC head office or the HMC Operations Director.

Customer Care

1. To provide the best level of customer care to all stakeholders of HMC
2. To have a clear understanding of what customer service is

Person Specification

Job Title: **Inspector**

	Essential	Desirable
Education & Training	• Good understanding of how to email • Awareness of the importance of Halal • Understands how to communicate via different medians • Knows how to fully utilise android or IOS phones	• Willing to be trained on internal and external training programs • Health & Hygiene trained to Level 2 • Can speak fluent English
Relevant Experience	• Experience at working within the community • Experience with dealing with sensitive issues • A Clear understanding of how ritual slaughter (Zabiha) is carried out	• Experience of working in the food sector/industry
Disposition/ Attitude	• Good Interpersonal and communication skills • Has the ability to work as part of a team and owns initiative • Has a “can do” attitude • Be a practicing Muslim • To maintain client confidentiality at all times • Trustworthy and Punctual	
Skills /Abilities	• Possess good time management skills • Has the ability to undertake administrative tasks efficiently • Can follows orders through to completion	• Has a full UK drivers licence
Legal	• Must be eligible to work in the UK	