

Location:	Based in Cheesery on the Hōhepa Clive site; some travel between Hōhepa sites and in the area may be required
Responsible to:	Dairy Manager
Responsible for:	Cheesemaker, Cheesery Assistants
Functional Relationships to:	Customer Experience team including Logistics & Distribution staff; Cheesery/Farm staff; Enterprise/Day Service staff; House Managers and team members from the Houses; members of the Finance, HR, IT and Executive/Leadership Teams
External Relationships with:	Customers (internal, wholesale, online and retail); visitors to Hōhepa; suppliers; families/whānau of people we support

SCOPE OF RESPONSIBILITIES:

The Hōhepa community provides 24 hour / 7 days a week support, enablement and care for children/tamariki, young people/rangatahi and adults, based on Anthroposophical principles of inclusive social development (Dr. Rudolf Steiner). We strive to make sure our practices are in line with Te Ao Māori – through the anthroposophical approach to farming, the holistic view of human development and the acknowledgment of the spiritual world at Hōhepa.

For each person supported at Hōhepa the focus is on their abilities, aspirations and needs, to achieve our vision of Every Life Fully Lived. Work opportunities for people we support include the Farm/ Cheesery, other enterprises and our Shops.

PRIMARY OBJECTIVES OF THE POSITION

The Cheesery Team Leader is responsible for overseeing the daily operations of the cheesery, ensuring high-quality cheese and dairy production while maintaining compliance with food safety and regulatory standards. This role requires a hands-on approach in dairy production, team coordination, and process improvement, supporting a collaborative and inclusive working environment. The Cheesery Team Leader will work closely with the Dairy Manager, Cheesemaker, and Cheesery Assistants to optimise production efficiency and maintain the integrity of Hōhepa's artisanal dairy products.

Key Responsibilities

Production & Quality Assurance

- Oversee daily cheesery operations, including pasteurisation, cheese production, maturation, and packaging.
- Ensure compliance with food safety regulations, BioGro & Demeter standards, and quality control measures.
- Work closely with the Cheesemaker to maintain consistency in product quality and innovation.

- Monitor and manage production schedules to align with seasonal demand and workload variations.
- Work closely with the Customer Experience (CE) team to ensure production planning is in line with sales forecasts.
- Manage supplier relationships and inventory control.

Team Leadership & Development

- Supervise the cheesery team and support their ongoing training and development.
- Facilitate knowledge sharing across the cheesery team to ensure all staff are trained in key processes, including bottling, pasteurization, cheese production and packaging.
- Ensure daily task allocation and team coordination to maintain a smooth and efficient workflow.

Operational Efficiency & Compliance

- Maintain accurate records of production, quality control, and compliance documentation.
- Collaborate with the Dairy Manager on cost analysis, product pricing, and resource allocation.
- Identify and implement process improvements to enhance efficiency and reduce manual labour intensity.
- Coordinate with volunteers and part-time staff, ensuring appropriate task distribution.

Collaboration & Communication

- Work closely with the Dairy Manager to align cheesery operations with broader farm goals.
- Work closely with the Herd Team Leader to maintain consistency in milk quality for production.
- Work closely with Customer Experience Manager and the CE team to align cheesery operations with broader Hōhepa-wide and customer goals.
- Participate in team meetings to plan daily and weekly production tasks.
- Maintain open communication with stakeholders, including service managers, residential teams, and external partners.

Qualifications & Skills

- Proven experience in cheesemaking, dairy production, or a related food manufacturing role.
- Strong understanding of food safety, compliance, and quality assurance.
- Leadership experience, with the ability to train and mentor staff in a collaborative environment.
- Excellent organizational skills and attention to detail.
- Ability to work efficiently under varying workload demands, particularly during seasonal peaks.
- Knowledge of biodynamic or organic farming principles is an advantage.

Person specification

To be successful in this role you will:

- Have strong communication skills; ability to work effectively and closely with the wider dairy and farm team and other Hōhepa departments.
- Be a people person; have the ability to lead and empower staff, PWS and volunteers
- Have strong organizational skills and a high level of attention to detail and planning.
- Have a positive 'can do' attitude.
- Have the ability and understanding to facilitate meaningful work opportunities for people supported by Hōhepa, with a focus on enablement and independence.
- Have a strong interest in Organic/Biodynamic practices and principles, and the understanding and passion to be a champion of sustainability.
- Have flexibility and the ability to adapt where necessary.
- Be physically fit and strong; the role can be physically demanding at times

Review of job description:

As with all Hōhepa job descriptions, the contents of this JD will be kept under review and will be subject to change, in the light of experience. Any substantial changes will be discussed with you before being implemented; however you are required to work flexibly and accept that any JD is an indicator only – you agree to any reasonable duties that are asked of you.

General Conditions of Employment

Any offer of employment will be subject to a satisfactory Police Clearance. Hōhepa takes up a police vetting report on all employees at the start of employment and then every two years. If you are convicted of an offence after being employed by Hōhepa it is important that you declare this promptly; if an undeclared conviction shows up on a future police report, this could be regarded as a breach of trust and may lead to disciplinary action including potential dismissal.

You confirm that you have the right to work in New Zealand, and agree to provide documentary proof (eg through a birth certificate or passport).

Hours of work:

This is a full time, permanent position.

Standard hours of work are 40 hours per week over five days per week, Monday to Friday. Exact days of work and working hours will be determined, there will be a need for some weekend working. Flexibility is required to take account of operational needs, especially around the seasonality of production where flexibility around working hours is required.

Smoking, Drugs and Alcohol:

Hōhepa is a completely smoke-free environment, including buildings, grounds and vehicles; if you accept employment with us you guarantee that you **will not smoke** (even during break times) during work hours.

You must also agree to attend work **free of any adverse effects of alcohol or drugs** (including illegal drugs and similar substances); and to consent to pre-employment testing then random testing if you are employed.

Signed: