
Position: Production Manager
Division: Poultry (Meat) Processing
Sub-Division: Production
Reporting to: Finance and Admin Manager

Job Overview / Description

Meat Processors prepare meat and poultry for advance processing, packaging, selling, and marketing.

The Production Manager is responsible for optimizing workforce, plant, machinery and equipment whilst ensuring that the working environment is safe and hygienic

KEY RESPONSIBILITIES

1. ASSIST WITH PRODUCTION PLANNING 30%

Key Performance Areas

- Planning and organising production schedules daily
- Set production objectives and implement action plans for achieving set targets
- Create work shifts to ensure optimal food production operations
- Oversee that there is an accurate and up to date inventory listing of raw materials and processed food products
- Oversee management of raw materials
- Liaise with the Finance and Admin Manager weekly to plan production against orders
- Liaise with the Finance and Admin Manager monthly to identify changing client needs and adjust accordingly to ensure those needs are met
- Forecast to discover potential risks and possible problems
- Ensure products and raw materials are stored properly at optimum conditions

2. MANAGE PRODUCTION STAFF 20%

Key Performance Areas

- Direct and supervise the activities of food production staff
- Oversee the hiring, orientation and training of technical and non-technical food manufacturing personnel
- Motivate and supervise work crew to ensure daily production targets are achieved
- Monitor work flow

3. PRODUCTION QUALITY ASSURANCE

20%

Key Performance Areas

- Implement standards, procedures, and processes for the manufacture of high quality food products.
- Ensure optimal product quality
- Review quality reports daily (Receiving and Dispatch, Cutting, Brine, Packaging) quality department to monitor the various aspects of food processing to ensure final product meets set specifications
- Oversee that the maintenance, repair, and replacement of production equipment to ensure smooth work operations
- Continuous Improvement in all production results through adequate and accurate administration
- Monitoring production quality to minimize customer complaints and rejects
- Stock Management

4. PRODUCTION HYGIENCE CONTROL

20%

Key Performance Areas

- Set and enforce health/safety procedures and guidelines for operation
- Monitor adherence to health/safety procedures and guidelines and put corrective action as needed
- Ensure manufacturing and processing staff wear appropriate sanitary and protective gear to ensure health and safety
- General management of Food Safety and Health Systems. Ensure that proposed standards are consistently applied.
- Enforcing HACCP procedures and undergoing food safety Audits

5. MANAGEMENT REPORTING

10%

Key Performance Areas

- Prepare and present periodic reports to update company management on food production operations.
 - Periodic review and ensure compliance with all internal and external food production regulations and legislation
 - Accurate record keeping
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REQUIRED SKILLS:

- **Time Management:** Able to achieve production targets within set timeframe
 - **Decision Making:** In consultation with key stakeholders, adept to taking key production decisions to ensure manufacture of high quality products.
 - **Business Processes:** Good understanding of business processes and equipment
 - **Leadership:** Strong managerial and leadership qualities
 - **Computer Literate:** proficiency in MS Office with emphasis on Excel
 - **Communication:** Written and Verbal
 - **Analytical:** The ability to identify and solve complex problems
 - Be able to work under pressure
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QUALIFICATIONS / CERTIFICATION REQUIREMENTS:

- Food safety certification
- HCCP Guidelines
- HACCP

Senecio HR Consulting has been retained to manage this assignment.

CV should be sent to:

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