



A IDENTIFICATION INFORMATION

- A1 Job title:** Supervisor Production
- A2 Department/Programme:** Sweets factory
- A3 Section/Project:** Sweets factory
- A4 Reports to (position):** Dy. Manager sweets factory
- A5 Supervises (Name of Positions):** Shift Technicians & Operators

B JOB DESCRIPTION

B2. Key Responsibilities

To supervise the production of sweets according to the set standard.

Production of sweets

Plan, organize materials and other resources relevant for the production of sweets following the set standards.

Co-ordinate the activities of the Cooker unit in order to maximize its efficiency in the production of sweets.

Check and maintain the quality of sweets at all times and avoid possible wastage.

Supervision of subordinate staff Allocate duties to shift workers with specific shift targets to enhance efficiency and sharing of tasks

Coordinate workshop staff during the factory breakdown or general maintenance.

Record Keeping Maintain production documents and data as and when required by management.

Housekeeping Enforce the maintenance of high standards of hygiene and general cleanliness of all machines and factory.

Complying with safety measures, adhere to and enforce the safety, health and environment policy of the company.

Knowledge and Opportunity: maintains a clear and detailed knowledge of the industry trends, best practices

Other Duties: The engineer maintenance conducts similar duties as he deems fit for the proper execution of his duties, and duties as assigned by manager sweets factory.

C Knowledge, qualifications & Experience

C1.1 Education:

Education: A Diploma in Industrial Chemistry or Food Science and Technology with a bias towards confectionery from a recognized institution coupled with a Certificate in Supervisory Management

C2.2: Experience, Skills and Competences:

Experience: A candidate for this position must have a minimum of 2 years of working experience in a related field.

Knowledgeable in manufacturing techniques and procedures, machine operation and packaging, business management in confectionery, conversant with supervision of production tandem, good communication and interpersonal skills. Ability to work under pressure
Good verbal and written communication skills

Relevant technical & Communication Skills

Problem solving skills

Ms Office: A candidate for this position must proficient in the use of Ms Word, Ms Excel, and Power Point.