



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1	Job title:	SUPERVISOR – PACKING
A2	Department/Programme:	FACTORY
A3	Section/Project:	PROCESS
A4	Reports to (position):	SUPERINTENDENT – BAGGING:
A5	Supervises (Name of Positions):	PROCESS OPERATORS

B JOB DESCRIPTION

BI Overall purpose of the job.

To supervise the process activities throughout the shift and ensure maximum recovery of sugar from the given juice and that the sugar produced is of the required standard quality.

Key Responsibilities

1. Report on duty punctually and take over duties at the beginning of the shift.
2. Checking the attendance and punctuality of subordinate staff and ensuring efficient performance of their duties.
3. Allocating and assigning staff, specific tasks and duties with the necessary technical guidance.
4. Ensuring that all machinery and equipment in the process house are functioning properly.
5. Ensuring that the throughput of sugar materials in the process house conforms to the set target.
6. Keeping proper and accurate records of work being performed at various stations in the process house.
7. Undertaking on the job training of subordinate staff and also guiding students on industrial training.
8. Ensuring proper functioning/operation of filter station with a view of minimizing sugar losses in the filter cake.
9. Ensure that the quality of clear juice from the clarifiers conform to set standards.
10. Ensure that the evaporation plant operations are proper to give a syrup brix of 60+.
11. Overseeing good house-keeping and maintaining a clean and safe working environment.
12. Providing continuous sensitization to the employees about ISO 9001 and 14001 i.e. QMS and EMS.
13. Adhering to and enforcing the Safety, Health and Environment Policy of the company.
14. Performing any other related duties as may be assigned to you by the Superintendent-Bagging/ Management from time to time. Please note that you may be required to work anywhere within the company.

C Knowledge, qualifications & Experience

CI.1 Education:

Bachelor's Degree in Food Science, Industrial Chemistry, Chemical Engineering.

CI.2 Experience, Skills and Competences:

Knowledge in sugar processing is of added advantage