

Production Supervisor-Confectionery at Q-Sourcing Servtec Group

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Q-Sourcing Servtec Group is a global management consulting firm that helps people make significant improvements to their business performance and realize their most important career goals.

Job summary:

Reporting to the HOD Confectionery, the Production Supervisor-Confectionary oversees all processes in production and packing, including inventory control, to ensure that the final product meets the quality standards established by the company and meets the numbers required by the market.

DUTIES & RESPONSIBILITIES:

Champions shift meeting at the beginning of the shift while ensuring any arising issues are dealt with or forwarded to the relevant persons

Create and communicate a production plan for the day if in the first shift

Oversees the production process by following up on performance of each stage of the process until the final product is ready

Accurately feeding of production, packing and inventory transfer data on SAP

Write an accurate production report at the end of the shift on the preferred company platform

Enter data for accurate yield calculation on the yield document

Mark the daily register for all staff and report any absenteeism to the HOD

Ensure all production, packing and finished goods records are filled in per shift and filed.

Any abnormalities must be reported immediately to the HOD

Ensure any damages are recorded, rejected and placed into the non-conforming area

Follow department procedures for preparing, storing, rotating, and stocking of raw material and final products i.e., FIFO principles apply.

Ensure that all equipment is used as per the SOP provided

Follow and comply with established internal and external procedures, including Weights and Measures, Health and Sanitation, and Food safety work practices, hygiene standards as per company policy and SOP's

Ensure all items received and dispatched are accompanied with the correct documentation in accordance with the departmental SOPs. i.e., invoices, Certificate of Analysis, stock transfer documents, delivery notes, etc.

Ensure all staff are in clean appropriate PPE (Personal Protective Equipment)

Co-ordinate/ carry out daily and monthly stock takes of raw materials, packaging material and finished goods

Ensure the bulk warehouse is always locked and issue requirements to production as needed

Perform random checks on finished goods to ensure compliance with Weights and Measures as well as labelling and dating

Ensure all raw material and packaging material batch numbers are recorded in the Kitting Area to ensure compliance with traceability

Handle minor misconducts by employees in accordance with company policy and refer all gross misconducts to the HOD.

Any other duties deemed relevant by the management

KNOWLEDGE, SKILLS, AND EXPERIENCE:

Diploma in Food Tech/Science, Baking or similar

KCSE Certificate (C Plain and above)

At least 2 years working in a bakery setting

Preferred HACCP certified

Preferably previous supervisory experience

In depth knowledge of bread and confectionery production process

Excellent food safety knowledge

Excellent mathematical & recording abilities

Self-Motivated

Keen eye for detail & accuracy

Excellent communication & interpersonal skills

Unmatched organizational and problem-solving Skills

Super team player

Quick, innovative thinker

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