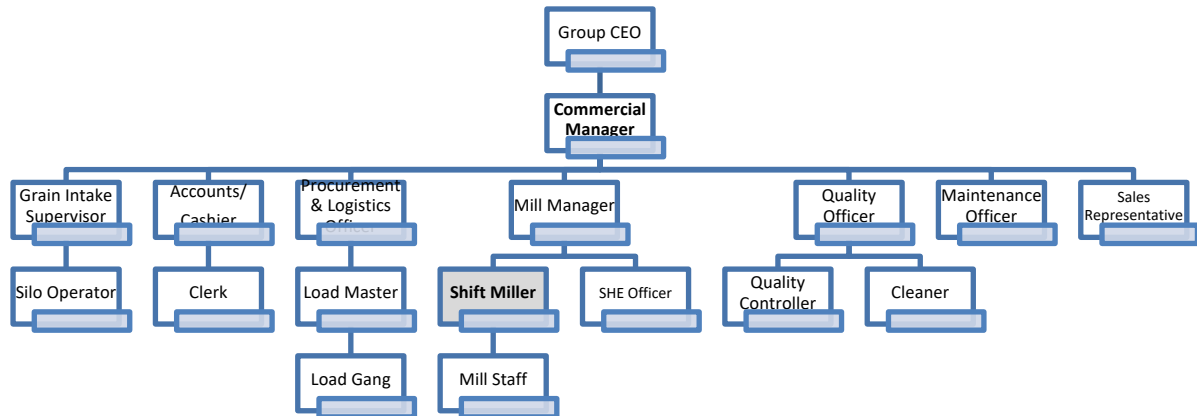


# Hangala Foods

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>SHIFT FOREMAN / SHIFTMILLER</b>
<b>REPORTING TO:</b>	<b>Plant Manager / Mill Manager</b>
<b>DEPARTMENT:</b>	<b>Milling</b>
<b>SUBORDINATE:</b>	<b>Mill Operator, Float Operator, Screening Operator, &amp; Control Room Operator</b>
<b>DATE:</b>	<b>February 2025</b>
<b>GRADE:</b>	

### POSITION IN THE ORGANISATION



### Purpose of the Position

**This Position is responsible for:**

The Shift Miller is responsible to co-ordinate and control mill production processes on a shift basis in order to safely achieve key performance indicators and the production targets for Hangala Group/Hangala Foods Milling.

PERFORMANCE SPECIFICATION				
No.	Key Performance Area	Key Tasks		Key Performance Indicators
1.	<b>Plant Operations &amp; Capacity Constraint Resource</b>	1.1	Ensures that safe start up and shut down of milling plant is carried out according to laid down procedure and decides on appropriate action in the case of abnormal plant conditions.	<ul style="list-style-type: none"> <li>• Production measurement against proven capacity</li> <li>• Production measurement against exploitable capacity</li> <li>• POOGI measures achieve improvements in capacity</li> <li>• Manufacturing equipment is available when required</li> </ul>
		1.2	Ensures maximum efficient throughput to achieve set production targets.	
		1.3	Liaises with other sections and instructing subordinates accordingly.	
		1.4	Determines availability of units and standby equipment and taking corrective action as required.	
		1.5	Analyses defects and breakdowns on all plant units and decides on corrective action (e.g., initiating appropriate call-outs)	
		1.6	Identifies production problem areas and initiates modifications to ensure improved production/safety	
		1.7	Inspects all aspects of process control and seeking ways to improve efficiency.	
		1.8	Plans and ensures correct preparation of plant equipment and processes for scheduled maintenance.	
		1.9	Maintains stock levels of milling plant consumables by controlling issues and re-orders stock as required.	
2	<b>Buffering &amp; Process Effectiveness</b>	2.1	Ensures that the correct production processes are followed by constantly monitoring production in the Plant and immediately taking action when any deviations exist.	<ul style="list-style-type: none"> <li>• Availability of raw material</li> <li>• Product availability – on time in full</li> <li>• Available Stock meets minimum stock requirements (as per trends)</li> <li>• Warning signs are responded to as per company procedure</li> <li>• Capacity utilisation</li> </ul>
		2.2	Ensures that an adequate supply of milling consumables and materials required for production processes, is always readily available for use, by checking stock levels on a regular basis and taking appropriate action when necessary.	
		2.3	Assists the Mill Manager with the setting of objectives and the preparation of annual budgets and revisions for his area of responsibility by providing information and reporting expenditure and controlling costs within the budget parameters.	
		2.4	Ensures that shift reports, data and statistical information compiled by subordinates is checked for accuracy before submission, and there is accurate recording, reporting and communication of operational processes in terms of conditions and performance.	
		2.5	Ensures completed sample data log sheets are correct and accurate (i.e., recording of all plant delays, etc.) for submission to the Mill Manager.	
		2.6	Completes detailed report on plant operations and status of each shift and ensures effective handovers take place at shift changes.	
3	<b>Supervision</b>	3.1	Ensures that the work area under jurisdiction conforms to Company job safety and good housekeeping standards as all times.	<ul style="list-style-type: none"> <li>• Reporting staff are trained and provided with the necessary accountability, resources, authority and information required to meet the departments objectives</li> </ul>
		3.2	Controls the issue of safety clothing and equipment to all subordinates and ensures that all the relevant registers are kept up to date.	

		3.3 3.4 3.5 3.6 3.7	Conducts random inspections to see that operating procedures are adhered to, and takes appropriate action when necessary. Adheres to and enforces all legal and Company regulations and procedures (i.e., operational, safety, security, etc.). Trains and develops subordinates in conjunction with Training Officer (i.e., counselling Trainee Operators, effective supervision and on-the-job training). Appraises subordinates on a continuous basis and by formal scheduled interviews to discuss and evaluate work performance and development progress. Supervises the activities of the Operators and Assistants to ensure they are working effectively and safely in order to achieve production targets.	<ul style="list-style-type: none"> <li>The team is resourced as per operational requirements within legislative requirements to meet company objectives</li> </ul>
4	<b>Cohesive Team working environment</b>	4.1 4.2 4.3	Establishes and maintains sound working relationships with co-workers / team members to resolve problems. Actively participates and contributes towards effective working relationships Discusses and sets objectives to improve relationships with co-workers.	Staff are provided with opportunities / forums to question and provide input
5	<b>Food Safety – FSSC2200</b>	5.1	Ensures that subordinates adhere to relevant food safety standards, principles and practices.	<ul style="list-style-type: none"> <li>Adherence to FSSC2200 standards</li> <li>Effective supervision of personnel in the correct application of food safety principles and practices commensurate with their activity</li> </ul>
6	<b>Quality Management</b>	6.1 6.2 6.3 6.4 6.5	Ensures subordinates adheres to FSSC22000 Standards and processes. Responsible to ensure that errors in plant has been identified and communicated to the relevant Manager. Continuously monitors milling plant to proactively avoid potential causes of errors. Ensures that contents of physical milling product meet technical and aesthetic standards. Responsible for ensuring quality assurance has been carried out as per standard operating procedures.	<ul style="list-style-type: none"> <li>All departmental adhered to FSSC22000 standards and processes</li> <li>Errors have been identified and communicated</li> <li>Proactive steps to error cause removal to avoid potential recurrences of ongoing errors have been actioned</li> <li>Physical content meets technical and aesthetic standards</li> <li>Quality assurance has been carried out as per SOPS</li> </ul>
7	<b>Standard Operating Procedures</b>	7.1	Ensures that all subordinates carry out all work in accordance with operational standards, safety and security procedures and regulations.	<ul style="list-style-type: none"> <li>SOPS are accepted by team</li> <li>SOPS address company standards</li> <li>Meet legislative requirements</li> </ul>
8	<b>Plant safety, security &amp; environmental effectiveness</b>	8.1 8.2 8.3 8.4	Controls and maintains safety systems by co-ordinating subordinate's duties to achieve safety and good housekeeping objectives. Adheres to, complies with, and enforces all legal and statutory, departmental and plant safety and security regulations and attends to deviations. Encourages and promotes subordinate's safety awareness and participation by holding regular safety meetings to discuss issues and give timeous feedback. Prevents re-occurrence of accidents and contravention of regulations by investigating, making recommendations, and taking corrective action where necessary.	

		8.5	Carries out safety inspections, in accordance with SHE requirements and recommends/implements corrective action to ensure that safety objectives are achieved.	
		8.6	Ensures that the company's environmental management programme objectives are implemented and adhered to.	

**MINIMUM EDUCATIONAL REQUIREMENTS**

- |    |   |
|----|---|
| 1. | Grade 12  |
| 2. | Trade Diploma with 4 technical theoretical subjects (N3 level) will be an added advantage |

**MINIMUM YEARS OF EXPERIENCE REQUIRED:**

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|----|--|
| 1. | Five years' experience as a Foreman, Process Operator / Assistant Plant Foreman/Shift Foreman with a proven track record of acting in a Milling Shift Foreman capacity and practical experience. |
| 2. | Exposure to plant maintenance procedures will be an advantage.   |

**KEY PERFORMANCE AREAS**

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|----|--|
| 1. | Milling Plant Operations Effectiveness |
| 2. | Capacity Constrain Resource            |
| 3. | Buffering                              |
| 4. | Process Effectiveness                  |
| 5. | Resources Utilisation                  |
| 6. | Equipment / Machinery Availability     |
| 7. | Safe and Healthy work environment      |
| 8. | Supervision                            |
| 9. | Plant performance reporting            |

**KNOWLEDGE, SKILLS & ABILITIES****KNOWLEDGE:**

1. Knowledge of milling operations
2. Knowledge of organizational operations
3. Knowledge of product portfolio
4. Knowledge of buffering and capacity constraint resource
5. Knowledge of supervising subordinates
6. Knowledge of managing performance of staff
7. Knowledge of disciplining staff members and applying necessary disciplinary measures on site.
8. Metallurgical plant & recovery processes and standard operating procedures
9. Basic plant maintenance procedures.
10. Housekeeping, Health & Safety Standards
11. Security regulations and procedures

**SKILLS & ABILITIES:**

1. Problem Solving
2. Communication (Communicates freely and transparently about all relevant issues)
3. Planning and Organising
4. Supervisory / leadership
5. People development and Team Building skills
6. Interpersonal skills
7. Communication skills (English – written and verbal)
8. Analytical, trouble-shooting, and problem-solving skills
9. Mechanical aptitude
10. Safety awareness

**OFFICE/PLANT WORK:**

80% Plant work  
20% Administration  
Factory environment (noisy, product and raw material dust, heat)  
24/7 availability (working hours)  
Available at all times (located close to site)

**DEGREE OF SUPERVISION AND WORK CLASSIFICATION:**

The reason why this position classification exists is to supervise milling production processes and operations according to agreed KPI's, including monitoring critical operational activities on shift; and to supervise immediate subordinates. This position is supervised by the Plant Manager.

**APPROVAL (SIGNATURES REQUIRED):**

**INCUMBENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPILED BY EASY-HR CONSULTANCY:** **DATE: 17 FEBRUARY 2025**

**Job Description Disclaimer:** The statements included in this document are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.