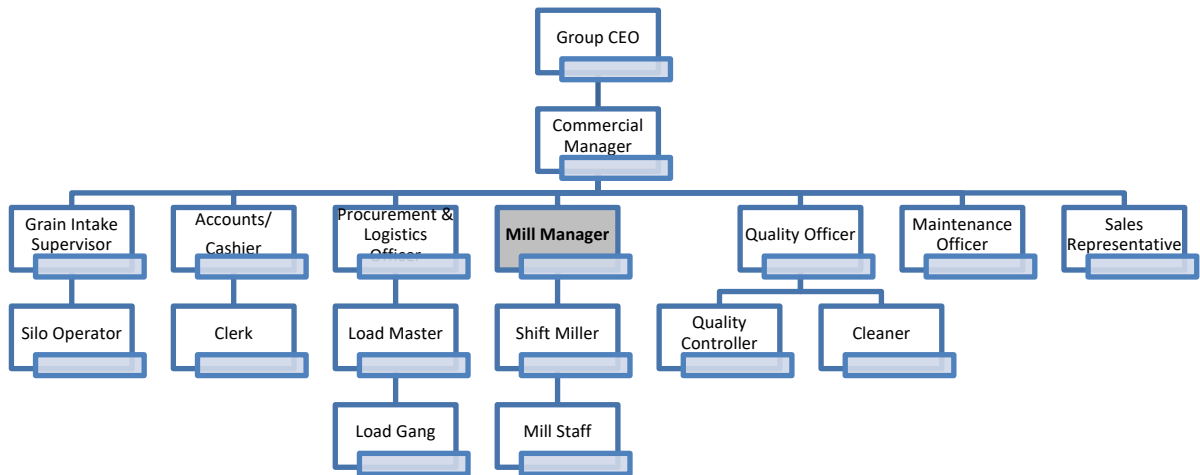


# Hangala Foods

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>MILL MANAGER</b>
<b>REPORTING TO:</b>	<b>Commercial Manager</b>
<b>DEPARTMENT:</b>	<b>Milling</b>
<b>SUBORDINATE:</b>	<b>All Staff at the Milling Plant</b>
<b>DATE:</b>	<b>December 2024</b>
<b>DUTY STATION:</b>	<b>Ombanje Farm, situated between Otavi and Tsumeb</b>

### POSITION IN THE ORGANISATION



### Purpose of the Position

**This Position is responsible for:**

Overall: To co-ordinate and control milling processes in order to safely achieve key performance indicators and the Plant's targets.

<b>PERFORMANCE SPECIFICATION</b>		
<b>No.</b>	<b>Key Performance Area</b>	<b>Key Tasks</b>
<b>1.</b>	<b>Mill Plant Operations</b>	<p>1.1 Ensures that safe start up and close down of plant is carried out according to laid down procedure and decides on appropriate action in the case of abnormal plant conditions.</p> <p>1.2 Ensures maximum efficient throughput to achieve set production targets.</p> <p>1.3 Liaises with other departments (e.g., Quality and Maintenance on repair/maintenance of units) and instructing subordinates accordingly.</p> <p>1.4 Determines availability of units and standby equipment and taking corrective action as required (i.e., liaising with Maintenance Planner &amp; Manager, regarding progress/completion of Work Requests/Orders).</p> <p>1.5 Analyses defects and breakdowns on all plant units and deciding on corrective action (e.g., initiating appropriate call-outs)</p> <p>1.6 Identifies production problem areas and initiating modifications to ensure improved production/safety</p> <p>1.7 Inspects all aspects of process control and seeking ways to improve efficiency.</p> <p>1.8 Plans and ensures correct preparation of milling plant equipment and processes for scheduled maintenance (i.e., shutters, emptying bins, etc.).</p> <p>1.9 Maintains stock levels of Plant consumables by controlling issues and re-orders stock as required.</p> <p>1.10 Adheres to the FSSC 2200 (Food Safety Systems &amp; Maintenance Scheduling)</p>
<b>2</b>	<b>Process Effectiveness</b>	<p>2.1 Ensures that the accurate milling processes are followed by constantly monitoring milling in the Plant and immediately taking action when any deviations exist.</p> <p>2.2 Ensures that an adequate supply of consumables and materials required for milling processes, is at all times readily available for use, by checking stock levels on a regular basis and taking appropriate action when necessary.</p> <p>2.3 Assists the 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.</p> <p>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.</p> <p>2.5 Ensures completed sample data log sheets are correct and accurate (i.e., recording of all plant delays, etc.) for submission to the Manager.</p> <p>2.6 Completes detailed report on plant operations and status of each shift and ensures effective handovers take place at shift changes.</p>
<b>3</b>	<b>Supervision</b>	<p>3.1 Ensures that the work area conforms to Company job safety and good housekeeping standards as all times.</p> <p>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.</p> <p>3.3 Conducts random inspections to see that all standards are adhered to, and takes appropriate action when necessary.</p> <p>3.4 Ensures that regulations enumerated under the provision of the various ordinances are applied at all times.</p> <p>3.5 Adheres to and enforces all legal and Company regulations and procedures (i.e., operational, safety, security, etc.).</p> <p>3.6 Trains and develops subordinates in conjunction with Quality Officer (i.e., effective supervision and on-the-job training).</p> <p>3.7 Appraises subordinates on a continuous basis and by formal scheduled interviews to discuss and evaluate work performance and development progress.</p> <p>3.8 Supervises the activities of the Milling Staff.</p>

4	<b>Cohesive working environment</b>	<b>Team</b>	<p>4.1 Establishes and maintains sound working relationships with co-workers / team members to resolve problems.</p> <p>4.2 Actively participates and contributes towards effective working relationships</p> <p>4.3 Discusses and sets objectives to improve relationships with co-workers.</p>
5	<b>Plant security &amp; environmental effectiveness</b>	<b>safety, &amp;</b>	<p>5.1 Controls and maintains safety systems by co-ordinating subordinate's duties to achieve safety and good housekeeping objectives.</p> <p>5.2 Adheres to, complies with and enforces all legal and statutory departmental and plant safety and security regulations and attends to deviations.</p> <p>5.3 Encourages and promotes subordinate's safety awareness and participation by holding regular safety meetings to discuss issues and give timeous feedback.</p> <p>5.4 Ensures that all subordinates carry out all work in accordance with operational standards, safety and security procedures and regulations.</p> <p>5.5 Prevents re-occurrence of accidents and contravention of regulations by investigating, making recommendations and taking corrective action where necessary.</p> <p>5.6 Carries out safety inspections, in accordance with SHE requirements and recommends/implements corrective action to ensure that safety objectives are achieved.</p> <p>5.7 Ensures that the company's safety &amp; environmental management programme objectives are implemented and adhered to.</p>

## Job Outputs and Quality Requirements

KPA	Weighting	Output	Quality Requirements Measurements: How will we measure the outputs? Standards: What are the best practices standards for the outputs?	Evidence of performance (Sources of feedback)
Operations	<b>Key</b> 1 Normal 2 High 3 Strategic	1. Capacity constraint resource - CCR	<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>	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• Production Statements</li> </ul>
Operations		2. Buffer management (production planning)	<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>	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• Symphony</li> <li>• Packing Managers</li> <li>• IRD</li> </ul>
Operations		3. TVD tracking - POOGI	<ul style="list-style-type: none"> <li>• TVD is zero</li> <li>• POOGI processes maintain availability</li> </ul>	<ul style="list-style-type: none"> <li>• Hangala Group/Hangala Foods Milling</li> <li>• Symphony</li> </ul>
Operations		4. Standard Operating Procedure Audits	<ul style="list-style-type: none"> <li>• Audits as per template</li> <li>• Recommendations address non conformance</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Controller</li> <li>• Food Safety Officer</li> </ul>
Operations		5. On the job training	<ul style="list-style-type: none"> <li>• Training meets department and individual needs</li> <li>• Training is aligned to strategic plans, e.g. skills shortages, succession plans, talent management</li> <li>• Adherence to company training standards</li> </ul>	<ul style="list-style-type: none"> <li>• Hangala Group/Hangala Foods Milling</li> <li>• Staff</li> <li>• HR</li> </ul>
Operations		6. Troubleshooting	<ul style="list-style-type: none"> <li>• Problems resolved within agreed times</li> <li>• Effect on TVD is minimised</li> <li>• Resolution is situation specific (relevant to the problem)</li> <li>• Site assistance provided as per dept agreed policies</li> <li>• Reaction time minimises TVD</li> <li>• Efficiency measured against OEE (Overall Equipment Effectiveness)</li> <li>• Theoretical measures are achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Hangala Group/Hangala Foods Milling</li> </ul>

			<ul style="list-style-type: none"> <li>Adherence to standards</li> </ul>	
Financial		7. Cost control	<ul style="list-style-type: none"> <li>Actual spent is measured against previous years' spend</li> <li>Optimal utilisation of resources (Manpower)</li> <li>Fuel / electricity usage measured against production units</li> <li>Spare parts stock control as per agreed stock levels</li> <li>Milling gains maintained and losses minimized</li> </ul>	<ul style="list-style-type: none"> <li>Site Accountant</li> <li>Financial and Production Statements</li> </ul>
Operations		8. Asset management	<ul style="list-style-type: none"> <li>Equipment is maintained to required standards</li> <li>Available for production</li> <li>Asset movement as per policy (Disposals, transfers, etc)</li> <li>Inventory identification as per policy</li> <li>Assets acquired as per site need</li> </ul>	<ul style="list-style-type: none"> <li>Asset Register</li> <li>Site Accountant</li> </ul>
Operations		9. Outsourced contracts	<ul style="list-style-type: none"> <li>Contractors managed as per Standard Operating Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Contracts Manager</li> <li>Score Cards</li> </ul>
Operations		10. Management and Team Communication	<ul style="list-style-type: none"> <li>Departmental Hangala Group/Hangala Foods Milling</li> </ul>	<ul style="list-style-type: none"> <li>Hangala Group/Hangala Foods Milling</li> </ul>
People		11. Staff resource management	<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> <li>The team is resourced as per operational requirements within legislative requirements to meet company objectives</li> <li>Staff are provided with opportunities / forums to question and provide input</li> <li>Staff trained to implement new policies</li> </ul>	<ul style="list-style-type: none"> <li>Hangala Group/Hangala Foods Milling</li> <li>HR</li> </ul>
People		12. Performance management	<ul style="list-style-type: none"> <li>Staff are aware of operational and job requirements through up to date job profiles, performance contracting and standard operating procedures</li> <li>Staff are aware of current performance (positive performance and performance discrepancies) through ongoing timeous feedback and formal performance reviews</li> <li>Performance variances and misconduct are dealt with according to the HR and company guidelines</li> <li>Exceptional performance has been acknowledged according to company policy</li> <li>Training needs are identified, documented and met to bridge performance discrepancies and changes in the environment</li> </ul>	<ul style="list-style-type: none"> <li>Hangala Group/Hangala Foods Milling</li> <li>HR</li> </ul>

			<ul style="list-style-type: none"> <li>Principles and operating guidelines are in place to empower staff with decision making</li> </ul>	
People		13. Industrial Relations	<ul style="list-style-type: none"> <li>Performance variances and misconduct are dealt with according to the HR and company guidelines</li> <li>Discipline is managed as per company policy</li> </ul>	<ul style="list-style-type: none"> <li>HR</li> </ul>
Operations/People		14. Food Safety – FSSC2200	<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>	<ul style="list-style-type: none"> <li>Maintenance Manager</li> <li>Hangala Group/Hangala Foods Milling</li> <li>Staff</li> </ul>
Operations		15. Quality management	<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>	<ul style="list-style-type: none"> <li>Maintenance Manager</li> <li>Audit report</li> <li>Quality Controller</li> </ul>
Operational		16. SOP's	<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>	<ul style="list-style-type: none"> <li>Maintenance Manager</li> <li>Quality Controller</li> </ul>

### **MINIMUM EDUCATIONAL REQUIREMENTS**

1. National Diploma NQF Level 5 in Processing, Metallurgy or Manufacturing or related field from an accredited tertiary institution
2. Trade Diploma with 4 technical theoretical subjects (N3 level) will be an added advantage.
3. Must be a qualified Miller.
4. Holder of SAGMA and Advanced Milling Certificate or Diploma (NABIM).
5. Must have excellent knowledge of FSSC 2200.
6. Must have completed Fumigation Certificate Training

### **MINIMUM YEARS OF EXPERIENCE REQUIRED:**

1. At least five (5) years' experience as a Foreman or Head of Section in milling/production processes in a production environment.
2. Proven track record of acting in a Supervisory capacity and practical experience.
3. Exposure to milling plant processing procedures is essential.
4. Experience with plant maintenance is an essential requirement.

### **KEY PERFORMANCE AREAS**

1. Plant Operations Effectiveness
2. Milling Process Effectiveness
3. Resources Utilisation
4. Equipment / Machinery Availability
5. Safe and Healthy work environment
6. Plant Safety, Security, Health & Environmental effectiveness
7. Food Safety & Quality Management
8. Supervision

**APPROVAL (SIGNATURES REQUIRED):**

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

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

**COMPILED BY EASY-HR CONSULTANCY:**     **DATE: 18 NOVEMBER 2024**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent in this job. They are not intended to be exhaustive list of all responsibilities and activities required of position. It should not be seen as precluding future changes of this job.*