

Department of Skills Development  
Ministry of Human Resources  
Level 7&8, Block D4, Complex D  
Federal Government Administrative Centre  
62530 Putrajaya, Malaysia

Tel.: 603-8886 5000  
Faks: 603-8889 2423/2430  
Email: [jpk@mohr.gov.my](mailto:jpk@mohr.gov.my)  
Website: <http://www.dsd.gov.my>



Menjana Pembangunan K-Pekerja



# OCCUPATIONAL STRUCTURE Food Processing Industry



Menjana Pembangunan K-Pekerja





## **Occupational Structure Food Processing Industry**



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Ministry of Human Resources, Malaysia**

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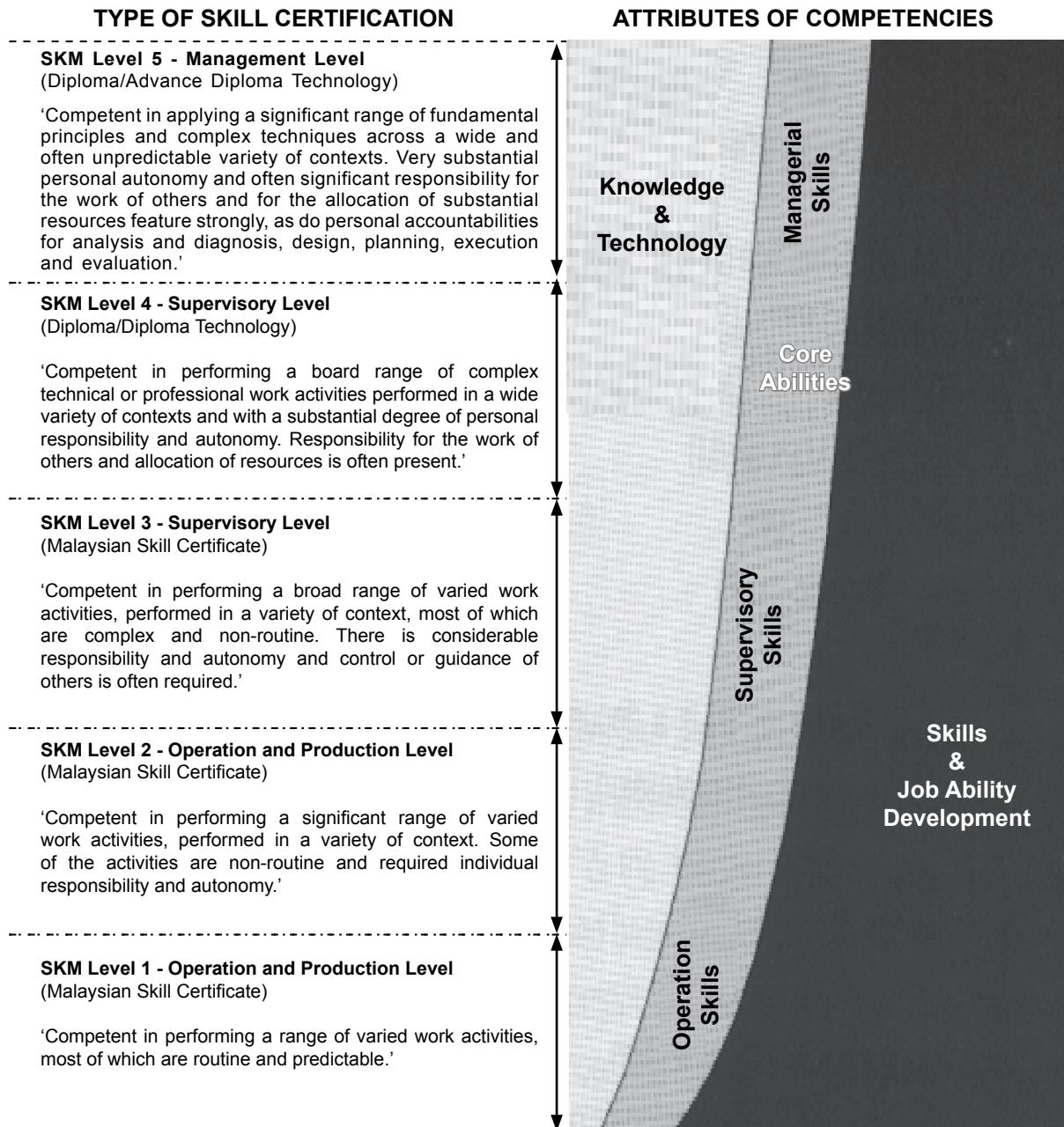
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# Concept and Structure of Malaysian Skill Certification System



## FOOD PROCESSING INDUSTRY

### OVERVIEW

Food processing is the set of methods and techniques used to transform raw ingredients into food for consumption by humans or animals. The food processing industry utilizes these processes.

The food processing industry forms an important linkage to the agriculture sector. The growth in the primary food production, together with an expansion of the food processing industry, will lead to greater synergy, in terms of value-added creation, product diversification and market expansion. During the period of the second Industrial Master Plan (IMP2), 1996-2005, the contribution of the industry, including beverages and tobacco, to the manufacturing output increased from 6.1 % in 1996 to 9.9 % in 2005. Table 1 shows the profile of food processing industry in Malaysia in 2003.

**TABLE 1 : FOOD PROCESSING INDUSTRY PROFILE**

Food Segment	Entity No.	Gross Output (RM million)	Value Added (RM million)	Human Resource
<b>Total</b>	<b>2,335</b>	<b>16,793.9</b>	<b>4,405.6</b>	<b>80,493</b>
Manufacturing of ground/milled products, starch and starch-based products.	303	2,565.9	469.3	7,267
Manufacturing of dairy products.	41	2,185.3	563.2	4,109
Manufacturing of cocoa, chocolate and sugar-based products.	66	1,828.1	408.4	6,451
Manufacturing of biscuit, cookies, bread, cake and other bakery products.	762	1,717.7	588.5	20,045
Processing and preservation of fish and fish-based products.	131	1,447.3	320.7	8,879
Processing and preservation of poultry and poultry-based products.	12	733.2	144.4	2,491
Production, processing and preservation of meat and meat-based products.	42	648.9	109.5	3,569

Food Segment	Entity No.	Gross Output (RM million)	Value Added (RM million)	Human Resource
Manufacturing of spices, curry powder, and sauce including flavor.	97	637.8	211.2	2,709
Manufacturing of macaroni, noodle and similar products.	258	574.2	167.6	4,684
Manufacturing of coffee and tea.	129	377.0	116.7	2,607
Canning and preservation of fruits and vegetables.	54	271	67.6	1,919
Others manufacturing and processing of product.	40	3,807.5	1,238.5	15,763

Source: Kajian Industri Pengilang Tahunan 2003, Jabatan Perangkaan

The expansion of the food processing activities resulted in increased exports of processed foods from RM2.8 billion in 1996 to RM7.8 billion in 2005. There is an increasing number of local food manufacturers which have developed their brands in the domestic market and are venturing into the export market. These manufacturers, which include small and medium enterprises (SMEs), have automated their production processes and undertaken own product development. During the period of the Third Industrial Master Plan (IMP3), competitiveness to meet domestic demand and increase exports.

The food processing industry comprises cocoa and cocoa preparations, prepared cereals and flour preparations, processed seafood, dairy products, prepared and preserved vegetables and fruits, processed meat, sugar and sugar confectionery excludes edible oils and fats, including margarine and shortening, which fall under the oil palm-based industry, animal feed and beverages and tobacco. Manufacturers in the industry broadly comprise two groups, namely, larger corporations, including multinational corporations (MNCs), and SMEs. The larger corporations have their own established brands, possess greater financial resources and apply modern technology, including own-in house research and development (R&D) facilities.

Based on the findings of the Annual Survey of Manufacturing Industries, 2003 by the Department of Statistics, there were more than 2,000 establishments involved in the food processing industry. SMEs comprised more than 80% of the total number of establishments. The largest segment was cereal and flour-based, which produced grain mill products, bakery, and noodles and similar products. In addition, there were 1,815 food processing projects supported by the Department of Agriculture, involving about 6,000 rural dwellers. They were mainly small businesses, producing products such as traditional snacks and chips, sauces, bakery products, and coconut-based and fish-based products.

The food industry has also diversified into the production of convenience foods, including ethnic foods (such as frozen roti paratha and pau) and ready-to-cook-sauces, due to changing lifestyles and consumer preference. These products are exported to countries and regions, such as the USA, Australia, Japan, Republic of Korea, the European Union (EU), West Asia and the Association of Southeast Asian Nations (ASEAN). In line with the global expansion of functional foods, local manufacturers offer a wide range of healthier choices, along with their regular products. These include vitamin or mineral fortified products, probiotic products, fish and chicken essences, sea cucumber-based products, high fibre fruit drinks, chitosan, aloe vera drinks and products using traditional herbs, such as eurycoma longifolia (tongkat ali, coffee and morinda citrifolia (mengkudu) juice, as well as wheat grass, probiotic products and ganoderma products.

Production of food ingredients covers spice products, specialty sauces, seasonings, flavours and food additives. Spices and herbs are significant ingredients in the production of sauces and seasonings. Production is undertaken by SMEs, local companies and MNCs. The food industry is generally less vulnerable to economic changes in the world. It has been estimated that the present global retail sales in food product worth US\$3.5 trillion and expected to grow at an annual rate of 4.8 % to US\$6.4 trillion in 2020. The main factors driving demand include:

- Changes in disposable incomes, lifestyles and demographics, and increased health consciousness, which influence the demand for convenience, health and functional foods;
- Changes in consumer demand, which compel food manufacturers to meet specific requirements and preferences at the regional and domestic levels; and
- In addition, global trade liberalisation, through multilateral and regional trade agreements, will expand market access and world trade in food products.

These trends will also create opportunities for investments in market expansion and product development.

Biotechnology and nanotechnology are emerging technologies in the developed countries:

- Biotechnology is closely related to food processing, using micro-organisms and enzymes. Modern bio-processing provides opportunities in agro-industrial development to convert raw materials into value-added products. These processes are environment-friendly and cost effective;
- Nanotechnology offers vast opportunities, especially in food ingredients. A number of nano-food products are already available in the market. Major food companies and nanotechnology start-up companies are conducting research on the use of nanotechnology to engineer, process, pack and deliver food. More than 100 applications of nanotechnology in the food-based industry are in various stages of development; and
- The emerging of biotechnology and nanotechnology provides further potential to create living organisms which were non-existent previously. This has been viewed as an advancement in the further development of the food-based industry.

The food processing industry will be expanded and diversified towards making Malaysia a regional food production and distribution hub, with particular emphasis on halal products, under the Third Industrial Master Plan (IMP3). It is the government's objective to make Malaysia the global halal hub for the production and trade in halal goods and services. It is envisaged that by 2008 Malaysia will be the centre for the production and distribution of halal products and service, the reference on the halal standard and research and development (R&D) base for halal matters.

With a majority Muslim population, Malaysia has a ready domestic market for halal food. Recognized as a modern Muslim nation, Malaysia is well positioned to be an international halal food hub in the branding, processing and marketing of halal foods to Muslim populations. Moreover, as early as 2004, Malaysia has worked out its own halal standard (MS 1500:2004), which meets both the requirements of the Muslim community and international health and safety standards. Hence, Malaysia views its certification standard as strength over other competing countries and hopes it could be recognized as the benchmark for the global standard. To strengthen all the standards and procedures, the development of the halal industry has been written into the Ninth Malaysia Plan (2006-2010).

## **CONCLUSION**

The food processing industry will continue to be one of the major contributors of export earnings and employment in the IMP3, 2006- 2020. Through improvement in technologies, R&D and intensive market promotion, the industry is expected to expand further into specialized high value added products for niche market. There is also vast potential for the development of domestic food production to ensure that Malaysia will be almost fully self-sufficient in food production by 2020. To transform Malaysia into a production and distribution hub of halal food products and to upgrade the necessary infrastructure to attract more traders and investors. The halal food processing industry will progressed by upgrading the quality of human capital especially in Halal, HACCP and GMP issues and also establishing Malaysian own processed food brand besides to facilitate the supply of highly skilled workforce.

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## EXECUTIVE SUMMARY FOR SUBSECTORS IN FOOD PROCESSING INDUSTRY

	SUBSECTOR/LEVEL		Level						Total
			NL	L1	L2	L3	L4	L5	
1	Chilled and Frozen Food Products Process	<i>Non-Critical</i>		21	2	1			37
		<i>Critical</i>			5	6	1	1	
2	Dry Food Products Process	<i>Non-Critical</i>		14	6	6	1	1	28
		<i>Critical</i>							
3	Liquid Food Products Process	<i>Non-Critical</i>		15	7	7	1	1	31
		<i>Critical</i>							
4	Emulsion Food Products Process	<i>Non-Critical</i>		13	5	5	1	1	25
		<i>Critical</i>							
5	Crystalization Food Products Process	<i>Non-Critical</i>		19	4	1	1	1	31
		<i>Critical</i>							
6	Paste Food Products Process	<i>Non-Critical</i>		20	6	6	1	1	34
		<i>Critical</i>							
7	Powder Food Products Process	<i>Non-Critical</i>		14	6	6	1	1	28
		<i>Critical</i>							
8	Fermented, Salted and Pickle Food Products Process	<i>Non-Critical</i>		14	5	5			26
		<i>Critical</i>					1	1	

	SUBSECTOR/LEVEL	NL	Level						Total	
			L1	L2	L3	L4	L5			
9	Canned Food Products Process	<i>Non-Critical</i>		18	1	1			32	
		<i>Critical</i>			5	5	1	1		
10	Extruded Food Products Process	<i>Non-Critical</i>		15	6	6	1	1	29	
		<i>Critical</i>								
11	Bakery and Pastry Food Products Process	<i>Non-Critical</i>		14	4	5	1	1	25	
		<i>Critical</i>								
12	QC	<i>Non-Critical</i>		1					5	
		<i>Critical</i>			1	1	1	1		
13	R&D	<i>Non-Critical</i>				1	1	1	3	
		<i>Critical</i>								
14	Engineering	<i>Non-Critical</i>					1	1	2	
		<i>Critical</i>								
			<i>Non-Critical</i>						307	
			<i>Critical</i>						29	
Total				178	64	66	14	14	336	

## **EXECUTIVE SUMMARY OF TOTAL JOB TITLES**

### **EXECUTIVE SUMMARY FOR CRITICAL AND NON-CRITICAL JOB TITLES**

**1. Chilled & Frozen, Canned, Fermented, salted & Pickled Food Products Process** are the most significant and most critical sub-sectors in food processing industry since it involves major raw materials from meat and meat products, poultry and poultry products and seafood and etc. These raw materials mostly involved in Halal issues during preparation and processing of final product. Fermented, Salted & Pickled Food Products Process sub-sector involve the issues and problems in new bioprocessing and biotechnology products such as GMO and nanoenzyme which require some skill developments as below:

- ♠ Skills and expertise especially in implementing and auditing the HALAL concept (including processing) and procedures in food industry and services.
- ♠ Skills and expertise in implementing and auditing the HACCP, GMP and Food Hygiene concept and procedures in food industry and services.
- ♠ Certified slaughterer especially in abattoir industry and slaughter house for halal critical point procedure.
- ♠ Expertise in food biotechnology and food nanotechnology to cater the issues and problems in new bio processing and biotechnology products such as GMO and nano-enzyme and etc.

Therefore, it is recommended that the development of NOSS for level 2-5 for Chilled & Frozen and Canned Food Product Processes Sub-Sectors from raw material preparation process until Storage will be given priority as below:

- ♠ Level 5 : Quality Control Manager
- ♠ Level 5 : Production Manager
- ♠ Level 4 : Quality Control Executive
- ♠ Level 4 : Production Executive
- ♠ Level 3 : Senior Quality Control Supervisor
- ♠ Level 3 : Production Supervisor
- ♠ Level 2 : Quality Control Supervisor
- ♠ Level 2 : Production Line Leader

## **The existing NOSS:**

1. There is no existing NOSS related to any Food Processing Industry or Food Products Industry which are developed by Department of Skills Development. However the future development of NOSS for Food Processing Industry need to be developed according to current Food Processing Industry job profile which highlighted the critical areas.
2. New prospect which need development of NOSS for level 4-5 in food biotechnology and food nanotechnology areas especially in Fermented, Salted & Pickled Food Products Process subsector (raw material preparation and process treatment) as below:

- ♠ Level 5 : Quality Control Manager
- ♠ Level 5 : Production Manager
- ♠ Level 4 : Quality Control Executive
- ♠ Level 4 : Production Executive

## **3. Development Methodology**

**The development methodology used consist of three methods**

1. Literature search
2. Idea brainstorming (3 times),
3. Committee Meeting/Short Briefing/Discussion (6 Sessions)
4. Data/Information collecting from food industry
5. External party review/comment
6. Draft preparation and presentation

**The details of project activities are as follows:**

	<b>Method</b>	<b>Date</b>	<b>Place</b>	<b>Remarks</b>
1.	Literature Review & Information search: - Food Industry Category - Food Processing Category - Occupational definition - Job Title & related info-iteration Search	16 <sup>th</sup> July -11 <sup>st</sup> August 2007	-	With reference to MASCO, Dictionary of Occupation (DOC) Company profile/Industries & Government  Industrial Master Plan 3 (IMP3 & IMP2), Ministry of International Trade and Industry, Malaysian Industrial Development Authority, Rancangan Malaysia Ke-9

2.	Idea generation/ Brainstorming Session (3 Sessions)	21 <sup>st</sup> July, 04 <sup>th</sup> and 18 <sup>th</sup> August 2007	Meeting Room, Bangunan Wawasan, UKM bangi	- Food Industry Category - Food Processing Category - Occupational definition - OD Job Titles & related information
3.	Committee Meeting/ Short Briefing/ Discussion (6 Sessions)	21 <sup>st</sup> , 28 <sup>th</sup> July, 11 <sup>st</sup> , 25 <sup>th</sup> August, 01 <sup>st</sup> , 08 <sup>th</sup> Sept 2007	Meeting Room, Bangunan Wawasan, UKM bangi	Progress discussion about: - Food Industry Category - Food Processing Category - Occupational definition - OD Job Titles & related information - Job Definitions Analysis
4.	Data/Information collecting from food industry	22 <sup>nd</sup> July- 26 <sup>th</sup> August 2007	Food Industry	Data collections was made via interviews, phone conversations, factory visit and e-mail
5.	External party review or comment	19 <sup>th</sup> August - 02 <sup>nd</sup> Sept 2007	-	Feedback and comment from external party via phone conversation
6.	Draft preparation	05 <sup>th</sup> August- 09 <sup>th</sup> Sept 2007		- Preparation of OA job titles and job definitions analysis documents - Grammar validation and proof reading
7.	Draft Presentation	17 <sup>th</sup> Sept 2007	Ministry of Human Resource, Putrajaya	Presentation of Job Title and Occupational definition for Food Processing Industry Sector

# **FOOD PROCESSING INDUSTRY SUB-SECTOR PANELS FOR THE DEVELOPMENT OF OCCUPATIONAL ANALYSIS**

1. **HISHAM ARSHAD**- MANAGING DIRECTOR JHZ TECHNOLOGIES SDN. BHD.
2. **MOHD NOOR ABU BAKAR**- DIRECTOR JHZ TECHNOLOGIES SDN. BHD.
3. **PROF. DR CHE HASSAN CHE HARON**- FACULTY OF ENGINEERING UKM
4. **NIK LUKMAN NIK YUSOFF**- PRINCIPAL CONSULTANT, TEMAN CONSULTANT. (CONSULTANT OF FOOD PROCESSING TECHNOLOGY)
5. **DR. MAARUF ABD. GHANI**- FOOD PROCESSING TECHNOLOGY, FACULTY OF SCIENCE & TECHNOLOGY, UKM
6. **AMERUDIN GHAZALI**- OPERATION MANAGER, ALIFF FOOD INDUSTRI SDN. BHD.
7. **SYED ASDI TUAN NGAH**- GENERAL MANAGER, IWANI FOOD SDN. BHD.
8. **NOR ILUNI HAYATI BT. MOHD NOR AZMAN**- QUALITY CONTROL EXECUTIVE, FUJIYA PASTRY SDN. BHD.

9. **EN. MOHD FAZLI ABD KADIR**- CHOCOLATE SUPERVISOR KL - KEPONG COCOA PRODUCT SDN. BHD.
10. **AZARUDIN OTHMAN**- SENIOR MANAGER ORGANIZATIONAL CAPABILITY HUMAN RESOURCE PERMANIS SDN. BHD.
11. **AHMAD SYUBANI BIN ZIN**- ASSISTANT MANAGER LAKSAMANA USAHA NOODLE PRODUCT SDN. BHD.
12. **MOHD JAFRI HJ. MAJROL**- ISO CONSULTANT, TOTAL ORGANISATION MANAGEMENT CONSULTING SDN. BHD.

## Summary of Job Title of Food Processing Industry Subsector (\*\*Critical and non-critical)

### A. CHILLED AND FROZEN FOOD PRODUCTS PROCESS

#### 1.0 RAW MATERIAL PREPARATION

	RAW MATERIAL PREPARATION					
	SORTING	THAWING	SHIFTING	CLEANING	GRADING	PEELING
L5	PRODUCTION MANAGER**					
L4	PRODUCTION EXECUTIVE**					
L3	PRODUCTION SUPERVISOR**					
L2	PRODUCTION LINE LEADER**					
L1	SORTING OPERATOR	THAWING OPERATOR	SHIFTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR	PEELING OPERATOR

\*\*CRITICAL

#### 2.0 SIZE REDUCTION

	SIZE REDUCTION			
	CUTTING	SLICING	MINCING	CHOPPING
L5	PRODUCTION MANAGER**			
L4	PRODUCTION EXECUTIVE**			
L3	PRODUCTION SUPERVISOR**			
L2	PRODUCTION LINE LEADER**			
L1	CUTTING OPERATOR	SLICING OPERATOR	MINCING OPERATOR	CHOPPING OPERATOR

\*\*CRITICAL

#### 3.0 WEIGHING

	WEIGHING
L5	PRODUCTION MANAGER**
L4	PRODUCTION EXECUTIVE**
L3	PRODUCTION SUPERVISOR**
L2	PRODUCTION LINE LEADER**
L1	WEIGHING OPERATOR

\*\*CRITICAL

## 4.0 PROCESS TREATMENT

	PROCESS TREATMENT			
	MIXING	BLENDING	COATING	BREADING
L5	PRODUCTION MANAGER**			
L4	PRODUCTION EXECUTIVE**			
L3	PRODUCTION SUPERVISOR**			
L2	PRODUCTION LINE LEADER**			
L1	MIXING OPERATOR	BLENDING OPERATOR	COATING OPERATOR	BREADING OPERATOR

\*\*CRITICAL

## 5.0 FORMING AND SIZING

	FORMING AND SIZING	
	FORMING	SIZING
L5	PRODUCTION MANAGER**	
L4	PRODUCTION EXECUTIVE**	
L3	PRODUCTION SUPERVISOR**	
L2	PRODUCTION LINE LEADER**	
L1	FORMING OPERATOR	SIZING OPERATOR

\*\*CRITICAL

## 6.0 PACKAGING

	PACKAGING			
	FILLING	CAPPING/SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER**			
L4	PRODUCTION EXECUTIVE**			
L3	PRODUCTION SUPERVISOR**			
L2	FILLING LINE LEADER		PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING/SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

\*\*CRITICAL

## 7.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER**	
L4	PRODUCTION EXECUTIVE**	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

\*\*CRITICAL

## **B. DRIED FOOD PRODUCTS PROCESS**

### **1.0 RAW MATERIAL PREPARATION**

<b>RAW MATERIAL PREPARATION</b>			
	SORTING	SHIFTING	GRADING
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	SORTING OPERATOR	SHIFTING OPERATOR	GRADING OPERATOR

### **2.0 PROCESS TREATMENT I**

<b>PROCESS TREATMENT I</b>			
	FRYING	DRYING	ROASTING
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	FRYING OPERATOR	DRYING OPERATOR	ROASTING OPERATOR

### **3.0 WEIGHING**

<b>WEIGHING</b>	
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

## 4.0 PROCESS TREATMENT II

	PROCESS TREATMENT II		
	MIXING	BLENDING	COATING
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	MIXING OPERATOR	BLENDING OPERATOR	COATING OPERATOR

## 5.0 PACKAGING

	PACKAGING			
	FILLING	SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	FILLING LINE LEADER		PACKING LINE LEADER	
L1	FILLING OPERATOR	SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 6.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## C. **LIQUID FOOD PRODUCTS PROCESS**

### 1.0 RAW MATERIAL PREPARATION

<b>RAW MATERIAL PREPARATION</b>			
	SORTING	FILTERING	GRADING
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	SORTING OPERATOR	FILTERING OPERATOR	GRADING OPERATOR

### 2.0 SIZE REDUCTION

<b>SIZE REDUCTION</b>	
	GRINDING
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	GRINDING OPERATOR

### 3.0 EXTRACTION AND FILTRATION

<b>EXTRACTION AND FILTRATION</b>		
	EXTRACTION	FILTRATION
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	PRODUCTION SUPERVISOR	
L2	PRODUCTION LINE LEADER	
L1	EXTRACTION OPERATOR	FILTRATION OPERATOR

### 4.0 WEIGHING

<b>WEIGHING</b>	
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

## 5.0 PROCESS TREATMENT

	PROCESS TREATMENT			
	MIXING	BLENDING	PASTEURIZATION	EVAPORATION
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	PRODUCTION LINE LEADER			
L1	MIXING OPERATOR	BLENDING OPERATOR	PASTEURIZATION OPERATOR	EVAPORATION OPERATOR

## 6.0 PACKAGING

	PACKAGING				
	FILLING	CAPPING	SEALING/SEAMING	LABELING	CARTONING
L5	PRODUCTION MANAGER				
L4	PRODUCTION EXECUTIVE				
L3	PRODUCTION SUPERVISOR				
L2	FILLING LINE LEADER			PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING OPERATOR	SEALING/SEAMING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 7.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## **D. EMULSIFIED FOOD PRODUCTS PROCESS**

### **1.0 RAW MATERIAL PREPARATION**

	<b>RAW MATERIAL PREPARATION</b>		
	SORTING	CLEANING	GRADING
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR

### **2.0 WEIGHING**

	<b>WEIGHING</b>
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

### **3.0 PROCESS TREATMENT**

	<b>PROCESS TREATMENT</b>			
	MIXING	BLENDING	HOMOGENIZATION	EMULSIFICATION
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	PRODUCTION LINE LEADER			
L1	MIXING OPERATOR	BLENDING OPERATOR	HOMOGENIZATION OPERATOR	EMULSIFICATION OPERATOR

## 4.0 PACKAGING

	PACKAGING				
	FILLING	CAPPING	SEALING/SEAMING	LABELING	CARTONING
L5	PRODUCTION MANAGER				
L4	PRODUCTION EXECUTIVE				
L3	PRODUCTION SUPERVISOR				
L2	FILLING LINE LEADER			PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING OPERATOR	SEALING/SEAMING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 5.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## **E. CRYSTALIZE FOOD PRODUCTS PROCESS**

### **1.0 RAW MATERIAL PREPARATION**

	<b>RAW MATERIAL PREPARATION</b>			
	SORTING	CLEANING	GRADING	ROASTING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	PRODUCTION LINE LEADER			
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR	ROASTING OPERATOR

### **2.0 WEIGHING**

	<b>WEIGHING</b>
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

### 3.0 PROCESS TREATMENT

PROCESS TREATMENT						
	BLENDING	MIXING	REFINING	GRINDING	CONCHING	TEMPERING
L5						PRODUCTION MANAGER
L4						PRODUCTION EXECUTIVE
L3						PRODUCTION SUPERVISOR
L2						PRODUCTION LINE LEADER
L1	BLENDING OPERATOR	MIXING OPERATOR	REFINING OPERATOR	GRINDING OPERATOR	CONCHING OPERATOR	TEMPERING OPERATOR
						EVAPORATING OPERATOR
						CONCENTRATING OPERATOR
						DISTILLING OPERATOR

## 4.0 PACKAGING

	PACKAGING				
	FILLING	CAPPING	SEALING/ SEAMING	LABELLING	CARTONING
L5	PRODUCTION MANAGER				
L4	PRODUCTION EXECUTIVE				
L3	PRODUCTION SUPERVISOR				
L2	FILLING LINE LEADER			PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING OPERATOR	SEALING/ SEAMING OPERATOR	LABELLING OPERATOR	CARTONING OPERATOR

## 5.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## F. **PASTE FOOD PRODUCTS PROCESS**

### 1.0 RAW MATERIAL PREPARATION

<b>RAW MATERIAL PREPARATION</b>				
	SORTING	CLEANING	GRADING	PEELING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	PRODUCTION LINE LEADER			
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR	PEELING OPERATOR

### 2.0 SIZE REDUCTION

<b>SIZE REDUCTION</b>					
	CUTTING	SLICING	MINCING	CHOPPING	GRINDING
L5	PRODUCTION MANAGER				
L4	PRODUCTION EXECUTIVE				
L3	PRODUCTION SUPERVISOR				
L2	PRODUCTION LINE LEADER				
L1	CUTTING OPERATOR	SLICING OPERATOR	MINCING OPERATOR	CHOPPING OPERATOR	GRINDING OPERATOR

### 3.0 WEIGHING

	<b>WEIGHING</b>
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

## 4.0 PROCESS TREATMENT

PROCESS TREATMENT					
	MIXING	BLENDING	ROASTING	FRYING	PASTEURIZATION
L5	PRODUCTION MANAGER				
L4	PRODUCTION EXECUTIVE				
L3	PRODUCTION SUPERVISOR				
L2	PRODUCTION LINE LEADER				
L1	MIXING OPERATOR	BLENDING OPERATOR	ROASTING OPERATOR	FRYING OPERATOR	PASTEURIZATION OPERATOR

## 5.0 PACKAGING

PACKAGING				
	FILLING	CAPPING/SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	FILLING LINE LEADER		PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING/SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 6.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## **G. POWDER FOOD PRODUCTS PROCESS**

### **1.0 RAW MATERIAL PREPARATION**

<b>RAW MATERIAL PREPARATION</b>				
	<b>SORTING</b>	<b>SHIFTING</b>	<b>CLEANING</b>	<b>GRADING</b>
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	PRODUCTION LINE LEADER			
L1	SORTING OPERATOR	SHIFTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR

### **2.0 PROCESS TREATMENT I**

<b>PROCESS TREATMENT I</b>			
	<b>DRYING</b>	<b>GRINDING</b>	<b>SHIFTING</b>
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	BLENDING SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	DRYING OPERATOR	GRINDING OPERATOR	SHIFTING OPERATOR

### **3.0 WEIGHING**

	<b>WEIGHING</b>
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

## 4.0 PROCESS TREATMENT II

PROCESS TREATMENT II		
	MIXING	BLENDING
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	PRODUCTION SUPERVISOR	
L2	PRODUCTION LINE LEADER	
L1	MIXING OPERATOR	BLENDING OPERATOR

## 5.0 PACKAGING

PACKAGING				
	FILLING	SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	FILLING LINE LEADER		PACKING LINE LEADER	
L1	FILLING OPERATOR	SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 6.0 STORAGE

STORAGE		
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## H. **FERMENTED, SALTED AND PICKLED FOOD PRODUCTS PROCESS**

### 1.0 RAW MATERIAL PREPARATION

RAW MATERIAL PREPARATION			
	SORTING	CLEANING	GRADING
L5	PRODUCTION MANAGER**		
L4	PRODUCTION EXECUTIVE**		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR

\*\*CRITICAL

### 2.0 WEIGHING

WEIGHING	
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

### 3.0 PROCESS TREATMENT

PROCESS TREATMENT					
	MIXING	BLENDING	FERMENTING	SALTING	PICKLING
L5	PRODUCTION MANAGER**				
L4	PRODUCTION EXECUTIVE**				
L3	PRODUCTION SUPERVISOR				
L2	PRODUCTION LINE LEADER				
L1	MIXING OPERATOR	BLENDING OPERATOR	FERMENTATION OPERATOR	SALTING OPERATOR	PICKLING OPERATOR

\*\*CRITICAL

## 4.0 PACKAGING

PACKAGING				
	FILLING	CAPPING/SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	FILLING LINE LEADER		PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING/SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 5.0 STORAGE

	STORAGE	
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## I. CANNED FOOD PRODUCTS PROCESS

### 1.0 RAW MATERIAL PREPARATION

RAW MATERIAL PREPARATION						
	SORTING	CLEANING	GRADING	CUTTING	SLICING	MINCING
L5						CHOPPING
						BLANCHING
L4						
L3						
L2						
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR	CUTTING OPERATOR	SLICING OPERATOR	MINCING OPERATOR
						CHOPPING OPERATOR
						BLANCHING OPERATOR

\*\*CRITICAL

## 2.0 WEIGHING

WEIGHING	
L5	PRODUCTION MANAGER**
L4	PRODUCTION EXECUTIVE**
L3	PRODUCTION SUPERVISOR**
L2	PRODUCTION LINE LEADER**
L1	WEIGHING OPERATOR

\*\*CRITICAL

## 3.0 PROCESS TREATMENT I

PROCESS TREATMENT I					
	MIXING	BLENDING	COOKING	FILLING	SEAMING/CAPPING
L5	PRODUCTION MANAGER**				
L4	PRODUCTION EXECUTIVE**				
L3	PRODUCTION SUPERVISOR**				
L2	COOKING LINE LEADER**			FILLING LINE LEADER**	
L1	MIXING OPERATOR	BLENDING OPERATOR	COOKING OPERATOR	FILLING OPERATOR	SEAMING/CAPPING OPERATOR

\*\*CRITICAL

## 4.0 PROCESS TREATMENT II

PROCESS TREATMENT II		
	STERILIZATION	COOLING
L5	PRODUCTION MANAGER**	
L4	PRODUCTION EXECUTIVE**	
L3	PRODUCTION SUPERVISOR**	
L2	PRODUCTION LINE LEADER**	
L1	STERILIZING OPERATOR	COOLING OPERATOR

\*\*CRITICAL

## 5.0 PACKAGING

PACKAGING		
	LABELING	CARTONING
L5	PRODUCTION MANAGER**	
L4	PRODUCTION EXECUTIVE**	
L3	PRODUCTION SUPERVISOR**	
L2	PACKING LINE LEADER	
L1	LABELING OPERATOR	CARTONING OPERATOR

\*\*CRITICAL

## 6.0 STORAGE

STORAGE	
	AMBIENT TEMPERATURE
L5	PRODUCTION MANAGER**
L4	PRODUCTION EXECUTIVE**
L3	STORE KEEPER
L2	NIL
L1	NIL

\*\*CRITICAL

## **J. EXTRUDED FOOD PRODUCTS PROCESS**

### **1.0 RAW MATERIAL PREPARATION**

<b>RAW MATERIAL PREPARATION</b>			
	<b>SORTING</b>	<b>CLEANING</b>	<b>GRADING</b>
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR

### **2.0 WEIGHING**

<b>WEIGHING</b>	
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

### **3.0 PROCESS TREATMENT**

<b>PROCESS TREATMENT</b>				
	<b>MIXING</b>	<b>BLENDING</b>	<b>EXTRUSION</b>	<b>COATING</b>
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	PRODUCTION LINE LEADER			
L1	MIXING OPERATOR	BLENDING OPERATOR	EXTRUSION OPERATOR	COATING OPERATOR

## 4.0 PACKAGING

PACKAGING				
	FILLING	CAPPING/SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER			
L4	PRODUCTION EXECUTIVE			
L3	PRODUCTION SUPERVISOR			
L2	FILLING LINE LEADER		PACKING LINE LEADER	
L1	FILLING OPERATOR	CAPPING/SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 5.0 STORAGE

	STORAGE
	AMBIENT TEMPERATURE
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	STORE KEEPER
L2	NIL
L1	NIL

## **K. BAKERY AND PASTRY FOOD PRODUCTS PROCESS**

### **1.0 RAW MATERIAL PREPARATION**

<b>RAW MATERIAL PREPARATION</b>			
	<b>SORTING</b>	<b>CLEANING</b>	<b>GRADING</b>
L5	PRODUCTION MANAGER		
L4	PRODUCTION EXECUTIVE		
L3	PRODUCTION SUPERVISOR		
L2	PRODUCTION LINE LEADER		
L1	SORTING OPERATOR	CLEANING OPERATOR	GRADING OPERATOR

### **2.0 WEIGHING**

<b>WEIGHING</b>	
L5	PRODUCTION MANAGER
L4	PRODUCTION EXECUTIVE
L3	PRODUCTION SUPERVISOR
L2	PRODUCTION LINE LEADER
L1	WEIGHING OPERATOR

### 3.0 PROCESS TREATMENT

PROCESS TREATMENT					
	MIXING/KNEADING	MOULDING	FERMENTING	PROOFING/RESTING	BAKING
L5					COOLING
L4				PRODUCTION MANAGER	
L3				PRODUCTION EXECUTIVE	
L2				PRODUCTION SUPERVISOR	
L1	MIXING/KNEADING OPERATOR	MOULDING OPERATOR	FERMENTING OPERATOR	PROOFING/RESTING OPERATOR	BAKING OPERATOR
					COOLING OPERATOR

## 4.0 PACKAGING

PACKAGING					
	SLICING	FILLING	SEALING	LABELING	CARTONING
L5	PRODUCTION MANAGER				
L4	PRODUCTION EXECUTIVE				
L3	PRODUCTION SUPERVISOR				
L2	PACKING LINE LEADER				
L1	SLICING OPERATOR	FILLING OPERATOR	SEALING OPERATOR	LABELING OPERATOR	CARTONING OPERATOR

## 5.0 STORAGE

STORAGE		
	AMBIENT TEMPERATURE	CHILLING TEMPERATURE
L5	PRODUCTION MANAGER	
L4	PRODUCTION EXECUTIVE	
L3	STORE KEEPER	
L2	NIL	
L1	NIL	

## **L. RESEARCH AND DEVELOPMENT IN FOOD PRODUCTS PROCESS**

### **1.0 PRODUCT PROCESS**

<b>PRODUCT PROCESS</b>	
L5	RESEARCH AND DEVELOPMENT MANAGER
L4	RESEARCH AND DEVELOPMENT EXECUTIVE
L3	RESEARCH AND DEVELOPMENT ASSISTANT
L2	NIL
L1	NIL

## **M. QUALITY CONTROL IN FOOD PRODUCTS PROCESS**

### **1.0 PRODUCT PROCESS**

<b>PRODUCT PROCESS</b>	
L5	QUALITY CONTROL MANAGER**
L4	QUALITY CONTROL EXECUTIVE**
L3	SENIOR QUALITY CONTROL SUPERVISOR**
L2	QUALITY CONTROL SUPERVISOR**
L1	QUALITY CONTROL ASSISTANTS

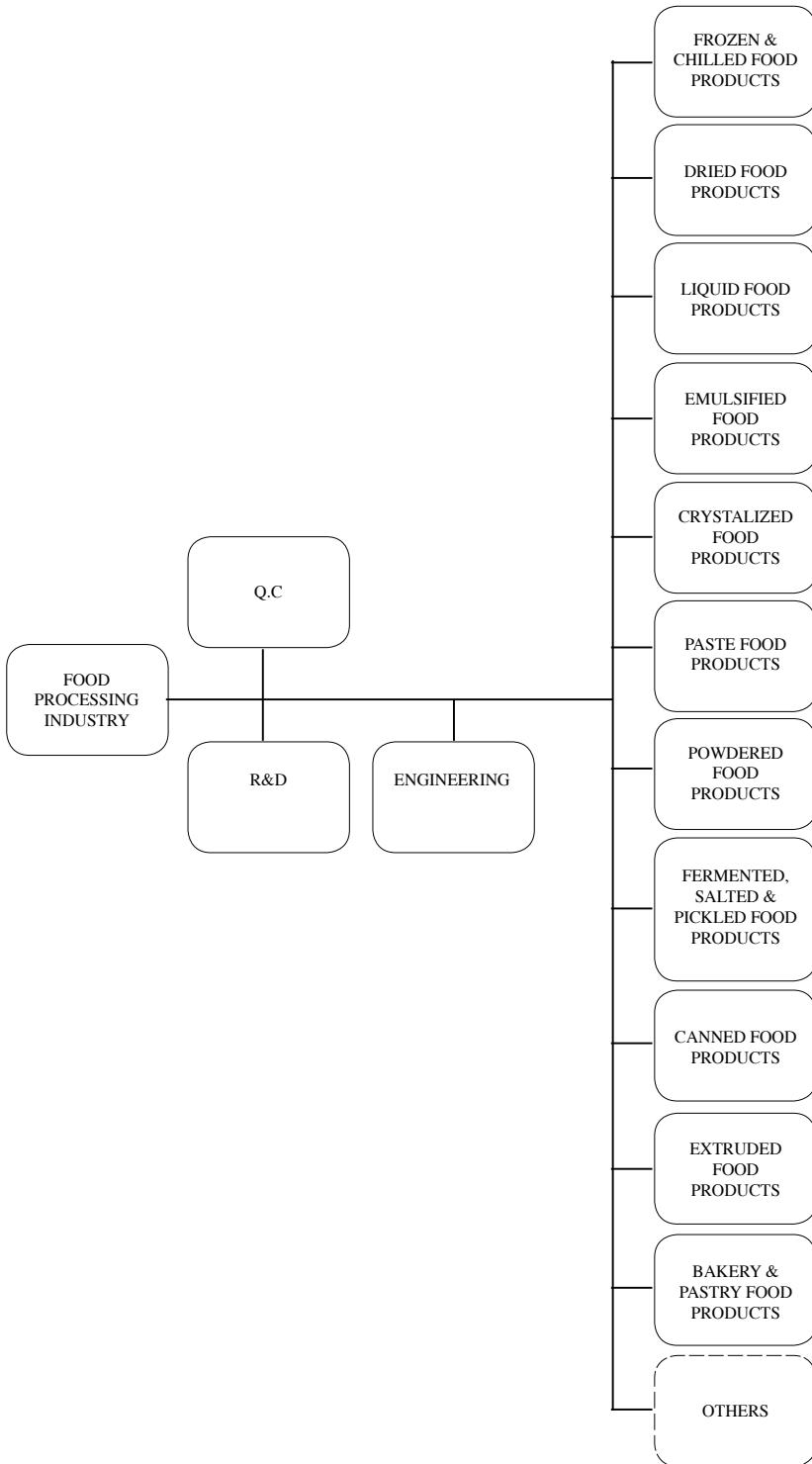
\*\*CRITICAL

## **N. ENGINEERING IN FOOD PRODUCTS PROCESS**

### **1.0 PRODUCT PROCESS**

<b>PRODUCT PROCESS</b>	
L5	ENGINEER
L4	TECHNICIAN
L3	NIL
L2	NIL
L1	NIL

## CHART OF SUB-SECTORS AND JOB AREAS FOR FOOD PROCESSING INDUSTRIES



## **OCCUPATIONAL DEFINITION**

# **QUALITY CONTROL**

***LEVEL 1***

**QUALITY CONTROL ASSISTANT**

***LEVEL 2***

**QUALITY CONTROL SUPERVISOR**

***LEVEL 3***

**SENIOR QUALITY CONTROL SUPERVISOR**

***LEVEL 4***

**QUALITY CONTROL EXECUTIVE**

***LEVEL 5***

**QUALITY CONTROL MANAGER**

# Level 1

## *O*ccupational definition for **QUALITY CONTROL ASSISTANT**

A Quality Control Assistant assists in implementing and co-coordinating, through subordinate, all activities of food production.

The person shall:

1. Inspection of items to specification.
2. Updating of test records.
3. Working to agreed procedures.
4. Liaising with senior staff when possible problems arise.
5. Perform any other tasks as and when instructed by the management.

# Level 2

## *O*ccupational definition for **QUALITY CONTROL SUPERVISOR**

A Quality Control Supervisor assists in implementing and co-coordinating, through subordinate, all activities of food production and responsible for the quality function of the company.

The person shall:

1. Inspection, control and supervision according to procedures.
2. Testing of physical and chemical product quality characteristics.
3. The quality of work carried out by all personnel in the quality function.
4. Ensuring that approved procedures are implemented and maintained in the quality function and that all staff adheres to these procedures.
5. To liaise with senior staff on the possible causes of quality related problems.
6. To ensure all QC equipments are calibrate and suitable for measuring use.
7. Perform any other tasks as and when instructed by the management.

# Level 3

## *O*ccupational definition for SENIOR QUALITY CONTROL SUPERVISOR

A Senior Quality Control Supervisor assists in implementing and co-coordinating, through subordinate, all activities of food production and responsible for the quality function of the company.

The person shall:

1. Inspection, control and supervision according to procedures.
2. Testing of physical and chemical product quality characteristics.
3. Assessment and surveillance by performing inspection on incoming goods.
4. Raising of correction action requests.
5. The quality of work carried out by all personnel in the quality function and that all staff adheres to these procedures.
6. To liaise with technician and production supervisors on the possible causes of quality related problems.
7. Ensuring that corrective actions formulated to prevent recurrence of defective products are carried out.
8. Assist in production line quality problem solving.
9. Ensuring that all documentation relating to the maintenance of quality is updated and maintained.
10. Perform any other tasks as and when instructed by the management.

# Level 4

## *O*ccupational definition for **QUALITY CONTROL EXECUTIVE**

A Quality Control Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
3. Monitor product realization processes and ensure their effectiveness and efficiency.
4. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
5. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
6. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
7. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
8. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for **QUALITY CONTROL MANAGER**

A Quality Control Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Present food production and other services records and reports.
10. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
11. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
12. Perform any other tasks as and when assigned by the Board of Directors.

# RESEARCH AND DEVELOPMENT

*LEVEL 1*

NIL

*LEVEL 2*

NIL

*LEVEL 3*

**RESEARCH AND DEVELOPMENT ASSISTANT**

*LEVEL 4*

**RESEARCH AND DEVELOPMENT EXECUTIVE**

*LEVEL 5*

**RESEARCH AND DEVELOPMENT MANAGER**

# Level 3

## *O*ccupational definition for RESEARCH AND DEVELOPMENT ASSISTANT

A Research and Development Assistant assists in implementing and co-coordinating, through subordinate, all activities of food production and responsible for the R&D activities of the company.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Assist R&D Executive and R&D Manager in the research of functional ingredients to implement designated new products.
3. Testing of physical and chemical product quality characteristics.
4. Raising of correction action requests.
5. Ensuring that corrective actions formulated to prevent recurrence of defective products are carried out.
6. Assist in quality control and production line quality problem solving.
7. Perform any other tasks as and when instructed by the management.

# Level 4

## *O*ccupational definition for RESEARCH AND DEVELOPMENT EXECUTIVE

A Research and Development Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Assist in the research of functional ingredients to implement designated new products.
3. Formulate new products utilizing internal bench top prototypes and pilot plant trials.
4. Coordinate and facilitate plant trials and new product start up with, production/operation and co-packers.
5. Manage and oversee some department functions (e.g. sensory program, shelf life testing, label legal claims, product specifications, product/ packaging improvement, nutritional labeling).
6. Support department efforts focusing on products by providing expertise in the areas of food technology.
7. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for RESEARCH AND DEVELOPMENT MANAGER

A Research and Development Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Research and develop of food products and improve the existing products.
3. Establish new formulation in accordance to government regulations.
4. Coordinate with the others department for the preparing of 'creative proposal' on the idea of product selling point, targeted market and product related information.
5. Determine product specification, suitable raw materials, packaging materials and method of manufacturing.
6. Arrange for new product real test run in production and product stability study test.
7. Prepare product sample and coordinate with others department for market survey.
8. Perform any other tasks as and when instructed by the management.

# ENGINEERING

*LEVEL 1*

**NIL**

*LEVEL 2*

**NIL**

*LEVEL 3*

**NIL**

*LEVEL 4*

**TECHNICIAN**

*LEVEL 5*

**ENGINEER**

# Level 4

## *O*ccupational definition for TECHNICIAN

A Technician assists in implementing and co-coordinating, through subordinate, all activities of food production of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Repairing and servicing the machines in production department.
3. Handle machines trouble shooting.
4. Proactively look at the test process and identify ways to improve it.
5. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for ENGINEER

An Engineer assists in implementing and co-coordinating, through subordinate, all activities of food production of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Design, develop, test and evaluate manufacturing process.
3. Analyze manufacturing process, machine capabilities and capacity including time and work study.
4. Prepare Manufacturing Process Instruction.
5. Update process flowchart.
6. Plan and monitor process yield and ensure machine utilization and efficiency.
7. Ensure preventive maintenance is carried out based on Preventive Maintenance schedule.
8. Conduct machine/manufacturing process training for supervisors and operators.
9. Maintain and improve manufacturing processes, product quality as well as equipment performance.
10. Perform any other tasks as and when instructed by the management.

# FROZEN CHILLED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION

*LEVEL 1*

**SORTING OPERATOR**

*LEVEL 1*

**THAWING OPERATOR**

*LEVEL 1*

**SHIFTING OPERATOR**

*LEVEL 1*

**GRADING OPERATOR**

*LEVEL 1*

**PEELING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for THAWING OPERATOR

A Thawing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the thawing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SHIFTING OPERATOR

A Shifting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the shifting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cleaning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for PEELING OPERATOR

A Peeling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the peeling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# FROZEN CHILLED FOOD PRODUCT PROCESS – SIZE REDUCTION

*LEVEL 1*

**CUTTING OPERATOR**

*LEVEL 1*

**SLICING OPERATOR**

*LEVEL 1*

**MINCING OPERATOR**

*LEVEL 1*

**CHOPPING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for CUTTING OPERATOR

A Cutting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cutting activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SLICING OPERATOR

A Slicing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the slicing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for MINCING OPERATOR

A Mincing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mincing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CHOPPING OPERATOR

A Chopping Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the chopping activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FROZEN CHILLED FOOD PRODUCT PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FROZEN CHILLED FOOD PRODUCT PROCESS – PROCESS TREATMENT**

***LEVEL 1***

**MIXING OPERATOR**

***LEVEL 1***

**BLENDING OPERATOR**

***LEVEL 1***

**COATING OPERATOR**

***LEVEL 1***

**BREADING OPERATOR**

***LEVEL 1***

**PASTEURIZATION OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COATING OPERATOR

A Coating Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BREADING OPERATOR

A Breading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the breading activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FROZEN CHILLED FOOD PRODUCT PROCESS– FOAMING AND SIZING**

***LEVEL 1***

**FORMING OPERATOR**

***LEVEL 1***

**SIZING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FORMING OPERATOR

A Forming Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the forming activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SIZING OPERATOR

A Sizing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sizing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FROZEN CHILLED FOOD PRODUCT PROCESS– PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**CAPPING/SEALING OPERATOR**

***LEVEL 1***

**CARTONING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CAPPING/SEALING OPERATOR

A Capping/Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labeling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labeling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FROZEN CHILLED FOOD PRODUCT PROCESS– STORAGE**

***LEVEL 1***

**NIL**

***LEVEL 2***

**NIL**

***LEVEL 3***

**STORE KEEPER**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.

8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **DRIED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**SHIFTING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SHIFTING OPERATOR

A Shifting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the shifting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **GRADING OPERATOR**

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **DRIED FOOD PRODUCT PROCESS – PROCESS TREATMENT**

***LEVEL 1***

**FRYING OPERATOR**

***LEVEL 1***

**DRYING OPERATOR**

***LEVEL 1***

**ROASTING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FRYING OPERATOR

A Frying Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for ROASTING OPERATOR

A Roasting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the roasting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **DRIED FOOD PRODUCT PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **DRIED FOOD PRODUCT PROCESS – PROCESS TREATMENT II**

***LEVEL 1***

**MIXING OPERATOR**

***LEVEL 1***

**BLENDING OPERATOR**

***LEVEL 1***

**COATING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COATING OPERATOR

A Coating Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **DRIED FOOD PRODUCT PROCESS – PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**SEALING OPERATOR**

***LEVEL 1***

**LABELLING OPERATOR**

***LEVEL 1***

**CARTONING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING OPERATOR**

A Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labeling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **DRIED FOOD PRODUCT PROCESS – STORAGE**

***LEVEL 1***

**NIL**

***LEVEL 2***

**NIL**

***LEVEL 3***

**STORE KEEPER**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EMULSIFIED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 1***

**CLEANING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cleaning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EMULSIFIED FOOD PRODUCT PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EMULSIFIED FOOD PRODUCT PROCESS – PROCESS TREATMENT**

*LEVEL 1*

**MIXING OPERATOR**

*LEVEL 1*

**BLENDING OPERATOR**

*LEVEL 1*

**HOMOGENIZING OPERATOR**

*LEVEL 1*

**EMULSIFICATION OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for HOMOGENIZING OPERATOR

A Homogenizing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for EMULSIFICATION OPERATOR

A Emulsification Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the breading activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EMULSIFIED FOOD PRODUCT PROCESS – PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**CAPPING OPERATOR**

***LEVEL 1***

**SEALING/SEAMING OPERATOR**

***LEVEL 1***

**LABELLING OPERATOR**

***LEVEL 1***

**CARTONING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CAPPING OPERATOR

A Capping Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING/SEAMING OPERATOR**

A Sealing/Seaming Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labeling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EMULSIFIED FOOD PRODUCT PROCESS – STORAGE**

***LEVEL 1***

**NIL**

***LEVEL 2***

**NIL**

***LEVEL 3***

**STORE KEEPER**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# CRYSTALLIZED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION

*LEVEL 1*

SORTING OPERATOR

*LEVEL 1*

CLEANING OPERATOR

*LEVEL 1*

GRADING OPERATOR

*LEVEL 1*

ROASTING OPERATOR

*LEVEL 2*

PRODUCTION LINE LEADER

*LEVEL 3*

PRODUCTION SUPERVISOR

*LEVEL 4*

PRODUCTION EXECUTIVE

*LEVEL 5*

PRODUCTION MANAGER

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cleaning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **GRADING OPERATOR**

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management

# Level 1

## *O*ccupational definition for ROASTING OPERATOR

A Roasting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the roasting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# CRYSTALLIZED FOOD PRODUCT PROCESS

## WEIGHING

*LEVEL 1*

**WEIGHING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# CRYSTALLIZED FOOD PRODUCT PROCESS – PROCESS TREATMENT

*LEVEL 1*

BLENDING OPERATOR

*LEVEL 1*

MIXING OPERATOR

*LEVEL 1*

REFINING OPERATOR

*LEVEL 1*

CONCHING OPERATOR

*LEVEL 1*

TEMPERING OPERATOR

*LEVEL 1*

EVAPORATING OPERATOR

*LEVEL 1*

**CONCENTRATING OPERATOR**

*LEVEL 1*

**DISTILLING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

An Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

An Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **REFINING OPERATOR**

An Refining Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the refining activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CONCHING OPERATOR

An Conching Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grinding activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for TEMPERING OPERATOR

An Tempering Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the tempering activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for EVAPORATING OPERATOR

An Evaporating Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the evaporating activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CONCENTRATING OPERATOR

A Concentrating Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the concentration activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for DISTILLING OPERATOR

A Distilling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the evaporating activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# CRYSTALLIZED FOOD PRODUCT PROCESS

## PACKAGING

<i>LEVEL 1</i>
FILLING OPERATOR
<i>LEVEL 1</i>
CAPPING OPERATOR
<i>LEVEL 1</i>
SEALING/SEAMING OPERATOR
<i>LEVEL 1</i>
LABELLING OPERATOR
<i>LEVEL 1</i>
CARTONING OPERATOR
<i>LEVEL 2</i>
PACKING LINE LEADER
<i>LEVEL 3</i>
PRODUCTION SUPERVISOR
<i>LEVEL 4</i>
PRODUCTION EXECUTIVE
<i>LEVEL 5</i>
PRODUCTION MANAGER

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CAPPING OPERATOR

A Capping Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING/SEAMING OPERATOR**

A Sealing/Seaming Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# CRYSTALLIZED FOOD PRODUCT PROCESS – STORAGE

*LEVEL 1*

**NIL**

*LEVEL 2*

**NIL**

*LEVEL 3*

**STORE KEEPER**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **PASTE FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**CLEANING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 1***

**PEELING**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cleaning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for PEELING OPERATOR

A Peeling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the peeling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.

11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **PASTE FOOD PRODUCT PROCESS – (SIZE REDUCTION)**

***LEVEL 1***

**CUTTING OPERATOR**

***LEVEL 1***

**SLICING OPERATOR**

***LEVEL 1***

**MINCING OPERATOR**

***LEVEL 1***

**CHOPPING OPERATOR**

***LEVEL 1***

**GRINDING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for CUTTING OPERATOR

A Cutting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cutting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SLICING OPERATOR

A Slicing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the slicing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for MINCING OPERATOR

A Mincing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mincing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CHOPPING OPERATOR

A Chopping Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the chopping activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRINDING OPERATOR

A Grinding Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the chopping activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **PASTE FOOD PRODUCT PROCESS – (WEIGHING)**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# PASTE FOOD PRODUCT PROCESS – PROCESS TREATMENT

*LEVEL 1*

**MIXING OPERATOR**

*LEVEL 1*

**BLENDING OPERATOR**

*LEVEL 1*

**ROASTING OPERATOR**

*LEVEL 1*

**FRYING OPERATOR**

*LEVEL 1*

**PASTEURIZATION OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to mixing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to blending activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for ROASTING OPERATOR

A Roasting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to roasting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FRYING OPERATOR

A Frying Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to frying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for PASTEURIZATION OPERATOR

A Pasteurization Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to pasteurization activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **PASTE FOOD PRODUCT PROCESS – PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**CAPPING/SEALING OPERATOR**

***LEVEL 1***

**LABELLING OPERATOR**

***LEVEL 1***

**CARTONING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CAPPING/SEALING OPERATOR

A Capping/Sealing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **PASTE FOOD PRODUCT PROCESS – STORAGE**

***LEVEL 1***

**NIL**

***LEVEL 2***

**NIL**

***LEVEL 3***

**STORE KEEPER**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **POWDERED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**SHIFTING OPERATOR**

***LEVEL 1***

**CLEANING OPEARTOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SHIFTING OPERATOR

A Shifting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the shifting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **POWDERED FOOD PRODUCT PROCESS – PROCESS TREATMENT I**

***LEVEL 1***

**DRYING OPERATOR**

***LEVEL 1***

**GRINDING OPERATOR**

***LEVEL 1***

**SHIFTING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for DRYING OPERATOR

A Drying Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the frying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRINDING OPERATOR

A Grinding Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SHIFTING OPERATOR

A Shifting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the roasting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **POWDERED FOOD PRODUCT PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **POWDERED FOOD PRODUCT PROCESS – PROCESS TREATMENT II**

***LEVEL 1***

**MIXING OPERATOR**

***LEVEL 1***

**BLENDING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the frying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **POWDERED FOOD PRODUCT PROCESS – PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**SEALING OPERATOR**

***LEVEL 1***

**LABELLING OPERATOR**

**LEVEL 1**

**CARTONING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING OPERATOR**

A Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartooning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# POWDERED FOOD PRODUCT PROCESS – STORAGE

*LEVEL 1*

**NIL**

*LEVEL 2*

**NIL**

*LEVEL 3*

**STORE KEEPER**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FERMENTED, SALTED, PICKLED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**CLEANING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the shifting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FERMENTED, SALTED, PICKLED FOOD PRODUCT PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FERMENTED, SALTED, PICKLED FOOD PRODUCT PROCESS – PROCESS TREATMENT**

<i>LEVEL 1</i>
<b>MIXING OPERATOR</b>
<i>LEVEL 1</i>
<b>BLENDING OPERATOR</b>
<i>LEVEL 1</i>
<b>COATING OPERATOR</b>
<i>LEVEL 1</i>
<b>FERMENTING OPERATOR</b>
<i>LEVEL 1</i>
<b>SALTING OPERATOR</b>
<i>LEVEL 1</i>
<b>PICKLING OPERATOR</b>
<i>LEVEL 2</i>
<b>PRODUCTION LINE LEADER</b>
<i>LEVEL 3</i>
<b>PRODUCTION SUPERVISOR</b>
<i>LEVEL 4</i>
<b>PRODUCTION EXECUTIVE</b>
<i>LEVEL 5</i>
<b>PRODUCTION MANAGER</b>

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FERMENTING OPERATOR

A Fermenting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SALTING OPERATOR

A Salting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for PICKLING OPERATOR

A Pickling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FERMENTED, SALTED, PICKLED FOOD PRODUCT PROCESS – PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**CAPPING/SEALING OPERATOR**

***LEVEL 1***

**LABELLING OPERATOR**

***LEVEL 1***

**CARTONING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CAPPING/SEALING OPERATOR

A Capping/Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **FERMENTED, SALTED, PICKLED FOOD PRODUCT PROCESS – STORAGE**

***LEVEL 1***

**NIL**

***LEVEL 2***

**NIL**

***LEVEL 3***

**STORE KEEPER**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **CANNED FOOD PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**CLEANING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 1***

**CUTTING OPERATOR**

***LEVEL 1***

**SLICING OPERATOR**

***LEVEL 1***

**MINCING OPERATOR**

***LEVEL 1***

**CHOPPING OPERATOR**

***LEVEL 1***

**BLANCHING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the shifting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CUTTING OPERATOR

A Cutting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SLICING OPERATOR

A Slicing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for MINCING OPERATOR

A Mincing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CHOPPING OPERATOR

A Chopping Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **BLANCHING OPERATOR**

A Blanching Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **CANNED FOOD PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **CANNED FOOD PROCESS – PROCESS TREATMENT I**

***LEVEL 1***

**MIXING OPERATOR**

***LEVEL 1***

**BLENDING OPERATOR**

***LEVEL 1***

**COOKING OPERATOR**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**SEAMING/CAPPING OPERATOR**

***LEVEL 1***

**COOKING LINE LEADER**

***LEVEL 1***

**FILLING LINE LEADER**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COOKING OPERATOR

A Cooking Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cooking activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator/Filler Mixer operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Operate machinery to process as directed.
5. Take samples of product for analysis, records, packaging and storage.
6. Carry out housekeeping activities in the production area.
7. Acquire personal competencies.
8. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SEAMING/CAPPING OPERATOR

A Filling Operator/Filler Mixer operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to seaming/capping activities.
4. Operate machinery to do such things i.e. tends machine that seaming and capping package product for particular type and size of packages.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COOKING LINE LEADER

A Cooking Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP)\*.
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators/crews in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **FILLING LINE LEADER**

A Filling Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP)\*.
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators/crews in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **CANNED FOOD PROCESS – PROCESS TREATMENT II**

***LEVEL 1***

**STERILIZATION OPERATOR**

***LEVEL 1***

**COOLING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for STERILIZATION OPERATOR

A Sterilization Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COOLING OPERATOR

A Cooling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **CANNED FOOD PROCESS – PACKAGING**

***LEVEL 1***

**FILLING OPERATOR**

***LEVEL 1***

**SEALING OPERATOR**

***LEVEL 1***

**LABELLING OPERATOR**

***LEVEL 1***

**CARTONING OPERATOR**

***LEVEL 2***

**PACKING LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **FILLING OPERATOR**

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING OPERATOR**

A Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# CANNED FOOD PROCESS – STORAGE

*LEVEL 1*

NIL

*LEVEL 2*

NIL

*LEVEL 3*

**STORE KEEPER**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EXTRUDED FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**SHIFTING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cleaning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EXTRUDED FOOD PRODUCT PROCESS – WEIGHING**

***LEVEL 1***

**WEIGHING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EXTRUDED FOOD PRODUCT PROCESS – PROCESS TREATMENT II**

***LEVEL 1***

**MIXING OPERATOR**

***LEVEL 1***

**BLENDING OPERATOR**

***LEVEL 1***

**EXTRUSION OPERATOR**

***LEVEL 1***

**COATING OPRATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
4. Operate and clean conveyors and processing equipment related to mixing activities.
5. Prepare and sort raw materials for processing and feed them into machines as directed.
6. Operate machinery to process as directed.
7. Take samples of product for analysis, records, packaging and storage.
8. Carry out housekeeping activities in the production area.
9. Acquire personal competencies.
10. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to blending activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for EXTRUSION OPERATOR

A Extrusion Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to extrusion activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COATING OPERATOR

A Coating Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP)\* and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean conveyors and processing equipment related to coating activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take sample of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the absence or when there is lack of manpower.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple services maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **EXTRUDED FOOD PRODUCT PROCESS – PACKAGING**

*LEVEL 1*

**FILLING OPERATOR**

*LEVEL 1*

**SEALING OPERATOR**

*LEVEL 1*

**LABELLING OPERATOR**

*LEVEL 1*

**CARTONING OPERATOR**

*LEVEL 2*

**PACKING LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING OPERATOR**

A Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# EXTRUDED FOOD PRODUCT PROCESS – STORAGE

*LEVEL 1*

NIL

*LEVEL 2*

NIL

*LEVEL 3*

STORE KEEPER

*LEVEL 4*

PRODUCTION EXECUTIVE

*LEVEL 5*

PRODUCTION MANAGER

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **BAKERY AND PASTRY FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

***LEVEL 1***

**SORTING OPERATOR**

***LEVEL 1***

**CLEANING OPERATOR**

***LEVEL 1***

**GRADING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for SHIFTING OPERATOR

A Shifting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the shifting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CLEANING OPERATOR

A Cleaning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for GRADING OPERATOR

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## Occupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## Occupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# BAKERY AND PASTRY FOOD PRODUCT PROCESS – WEIGHING

*LEVEL 1*

WEIGHING OPERATOR

*LEVEL 2*

PRODUCTION LINE LEADER

*LEVEL 3*

PRODUCTION SUPERVISOR

*LEVEL 4*

PRODUCTION EXECUTIVE

*LEVEL 5*

PRODUCTION MANAGER

# Level 1

## Occupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## Occupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## Occupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## Occupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## Occupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **BAKERY AND PASTRY FOOD PRODUCT PROCESS – PROCESS TREATMENT II**

***LEVEL 1***

**MIXING/KNEADING OPERATOR**

***LEVEL 1***

**MOULDING OPERATOR**

***LEVEL 1***

**FERMENTING OPERATOR**

***LEVEL 1***

**PROOFING/RESTING OPERATOR**

***LEVEL 1***

**BAKING OPERATOR**

***LEVEL 1***

**COOLING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **MIXING/KNEADING OPERATOR**

A Mixing/Kneading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the frying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for MOULDING OPERATOR

A Moulding Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FERMENTING OPERATOR

A Fermenting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for PROOFING/RESTING OPERATOR

A Proofing/Resting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BAKING OPERATOR

A Baking Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for COOLING OPERATOR

A Cooling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the drying activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# BAKERY AND PASTRY FOOD PRODUCT PROCESS – PACKAGING

*LEVEL 1*

**SLICING OPERATOR**

*LEVEL 1*

**FILLING OPERATOR**

*LEVEL 1*

**SEALING OPERATOR**

*LEVEL 1*

**LABELLING OPERATOR**

*LEVEL 1*

**CARTONING OPERATOR**

*LEVEL 2*

**PACKING LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SLICING OPERATOR

A Slicing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING OPERATOR**

A Sealing Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labelling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **BAKERY AND PASTRY FOOD PRODUCT PROCESS – STORAGE**

***LEVEL 1***

**NIL**

***LEVEL 2***

**NIL**

***LEVEL 3***

**STORE KEEPER**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.

9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **LIQUID FOOD PRODUCT PROCESS – RAW MATERIAL PREPARATION**

*LEVEL 1*

**SORTING OPERATOR**

*LEVEL 1*

**FILTERING OPERATOR**

*LEVEL 1*

**GRADING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for SORTING OPERATOR

A Sorting Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the sorting activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FILTERING OPERATOR

A Filtering Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filtration activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **GRADING OPERATOR**

A Grading Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the grading activities.
4. Prepare and sort raw materials.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **LIQUID FOOD PRODUCT PROCESS – SIZE REDUCTION**

***LEVEL 1***

**GRINDING OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for GRINDING OPERATOR

A Grinding Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cutting activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# **LIQUID FOOD PRODUCT PROCESS – EXTRACTION AND FILTRATION**

***LEVEL 1***

**EXTRACTION OPERATOR**

***LEVEL 1***

**FILTRATION OPERATOR**

***LEVEL 2***

**PRODUCTION LINE LEADER**

***LEVEL 3***

**PRODUCTION SUPERVISOR**

***LEVEL 4***

**PRODUCTION EXECUTIVE**

***LEVEL 5***

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for EXTRACTION OPERATOR

A Extraction Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cutting activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for FILTRATION OPERATOR

A Filtration Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cutting activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# LIQUID FOOD PRODUCT PROCESS – WEIGHING

*LEVEL 1*

**WEIGHING OPERATOR**

*LEVEL 2*

**PRODUCTION LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the weighing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of nonconformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# LIQUID FOOD PRODUCT PROCESS – PROCESS TREATMENT

*LEVEL 1*

MIXING OPERATOR

*LEVEL 1*

BLENDING OPERATOR

*LEVEL 1*

PASTEURIZATION OPERATOR

*LEVEL 1*

EVAPORATION OPERATOR

*LEVEL 2*

PRODUCTION LINE LEADER

*LEVEL 3*

PRODUCTION SUPERVISOR

*LEVEL 4*

PRODUCTION EXECUTIVE

*LEVEL 5*

PRODUCTION MANAGER

# Level 1

## *O*ccupational definition for **MIXING OPERATOR**

A Mixing Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the mixing activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for BLENDING OPERATOR

A Blending Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the blending activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for PASTEURIZATION OPERATOR

A Pasteurization Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the coating activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## Occupational definition for EVAPORATION OPERATOR

A Evaporation Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the breading activities.
4. Prepare raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for PRODUCTION LINE LEADER

A Production Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.

9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.
10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# LIQUID FOOD PRODUCT PROCESS – PACKAGING

*LEVEL 1*

**FILLING OPERATOR**

*LEVEL 1*

**CAPPING OPERATOR**

*LEVEL 1*

**SEALING/SEAMING OPERATOR**

*LEVEL 1*

**LABELLING OPERATOR**

*LEVEL 1*

**CARTONING OPERATOR**

*LEVEL 2*

**PACKING LINE LEADER**

*LEVEL 3*

**PRODUCTION SUPERVISOR**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 1

## *O*ccupational definition for FILLING OPERATOR

A Filling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the filling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CAPPING OPERATOR

A Capping Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for **SEALING/SEAMING OPERATOR**

A Sealing/Seaming Operator perform simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the capping/sealing activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for LABELLING OPERATOR

A Labelling Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the labeling activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 1

## *O*ccupational definition for CARTONING OPERATOR

A Cartoning Operator performs simple manual tasks requiring physical effort. The work is carried out individually and under supervision.

The person shall:

1. Follow the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Store raw materials as directed.
3. Operate and clean processing equipment related to the cartoning activities.
4. Prepare and sort raw materials for processing and feed them into machines as directed.
5. Operate machinery to process as directed.
6. Take samples of product for analysis, records, packaging and storage.
7. Carry out housekeeping activities in the production area.
8. Acquire personal competencies.
9. Perform any other tasks as and when assigned by the management.

# Level 2

## *O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader assists in supervising and directing activities in food production area. The work is carried out individually and under supervision.

The person shall:

1. Implement the company Standard Operating Procedures (SOP).
2. Lead a team of production operator/crew to achieve production, quality and attendance targets.
3. Prepare daily production reports on output, work in progress, production percentage and attendance.
4. Take samples of product for analysis records, packaging and storage.
5. Determine all line-processes comply with manufacturing standards.
6. Determine housekeeping activities in the production area and other services carried out.
7. Perform back up for operators in their absence or when there is lack of manpower.
8. Identify and recommend training needs of production operators/crews to enhance personnel competencies.
9. Carry out simple service maintenance and/or report any shortcoming as required.
10. Perform any other tasks as and when assigned by the management.

# Level 3

## *O*ccupational definition for PRODUCTION SUPERVISOR

A Production Supervisor supervises controls and co-ordinates the activities of workers involving in food processing industries.

The person shall:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Supervise production operators/crews and machinery are competent for smooth running of production activities and other services.
3. Supervise the work of Production Line Leader.
4. Supervise daily production reports to management.
5. Supervise housekeeping activities in the production area and other services.
6. Organize personnel to enhance skilled and occupational competencies.
7. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.

10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.

# LIQUID FOOD PRODUCT PROCESS – STORAGE

*LEVEL 1*

**NIL**

*LEVEL 2*

**NIL**

*LEVEL 3*

**STORE KEEPER**

*LEVEL 4*

**PRODUCTION EXECUTIVE**

*LEVEL 5*

**PRODUCTION MANAGER**

# Level 3

## *O*ccupational definition for STORE KEEPER

A Store Keeper receives, handle and dispatch goods coming into, or going out of, stores or warehouses involved in food processing industries.

Store Keeper may perform the following tasks:

1. Implement the company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP).
2. Unload goods and check them against order forms.
3. Catalogue or label items with storage details.
4. Place goods in bins and on racks, or stack bulky items on floors.
5. Complete orders by selecting goods from shelves and checking them off appropriate lists.
6. Obtain details of the location and quantity of items in stock.
7. Record details of received delivery slips, requisitions and invoices.
8. Advise supervisor on stock and re-ordering levels.
9. Supervise the raw materials and packaging materials stock.
10. Supervise finish good stock and reports to management.
11. Supervise housekeeping activities in the store area and other services.
12. Organize personnel to enhance skilled and occupational competencies.
13. Perform any other tasks as and when assigned by the management.

# Level 4

## *O*ccupational definition for PRODUCTION EXECUTIVE

A Production Executive assists in planning, implementing and co-coordinating, through subordinate, all activities of food production and services, research and development and sales and marketing of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Monitor and guide of subordinates on tasks as per specified food production activities and other services.
3. Ensure in the development and implementation of the quality management system and to meet the established requirements, policies, and objectives.
4. Monitor product realization processes and ensure their effectiveness and efficiency.
5. Ensure for the discipline, welfare and safety of subordinates.
6. Prepare scheduling food production activities and other services.
7. Ensure in determining, collecting and analyzing of data to determine the level of the suitability and effectiveness of the quality management system.
8. Monitor in food production/process and other services improvement, which shall continually focus upon control and reduction of variation in product characteristics, and manufacturing process parameters.
9. Take action (corrective and preventive) to eliminate the cause of non-conformities in order to prevent recurrence and unintended delivery.

10. Ensure for problem-solving and error-proofing process leading to root cause identification and elimination.
11. Organize personnel and technical development programs to enhance occupational competence.
12. Perform any other tasks as and when instructed by the management.

# Level 5

## *O*ccupational definition for PRODUCTION MANAGER

A Production Manager plans implements and co-ordinates, through subordinate, all activities of food production and services, quality assurance and research and development of products.

The person shall:

1. Ensure compliance with company Standard Operating Procedures (SOP), Good Manufacturing Practices Plan (GMP) and Food Safety Plan.
2. Plan food production and other services policy with other managers.
3. Plan details of food production activities and other services in terms of output quality and quantity, cost, time available, and worker requirements.
4. Approve work schedules to achieve planned food production and other services targets and direct production and other services control activities.
5. Control use of food production plant facilities and other services through planning of maintenance system, the setting of operating hours and monitoring replacement of parts and tools.
6. Direct quality control procedure, ensure statutory requirements and responsible for factory activities and other services.
7. Collaborate into new and improved value-added production methods and products.
8. Give advice and information on food production and other services to other managers and clients.
9. Plan, promote and execute sales and marketing of products.
10. Present food production and other services records and reports.
11. Introduce new techniques and products, purchases of new machinery and restructuring of staff appointments.
12. Control, direct and monitor food production and other services staff, organize recruitment of staff, training, development and utilization.
13. Perform any other tasks as and when assigned by the Board of Directors.