

## **JOB DESCRIPTION – QUALITY AND PRODUCTION CONTROLLER WHITE MAIZE (MILLER)**

### **A. Job title:**

**Quality and Production Controller White Maize (Miller)** reporting to the Operations Manager.

### **B. Job purpose**

Takes control over a full production shift according to scheduled plan and pre-determined procedures and standards.

### **C. Key-result areas**

#### **1. Process Control**

- 1.1. Ensure proper functioning of all equipment
- 1.2. Maintain and adjust mill setting on a daily basis to ensure proper mill balance as per roll procedure
- 1.3. Responsible for proper process control in order to ensure conformance to product quality requirements as specified
- 1.4. Ensure the correct amounts of raw materials are available in holding bins and that the quality is up to standard
- 1.5. Ensure that all sealing and stitching are done neatly and correctly
- 1.6. Ensure that the correct product is bagged in the appropriate final product bags
- 1.7. Immediately respond to needle breakages and complete the necessary forms
- 1.8. Provide the required documentation to the head miller for his preparation of reports on run time, down time and overall performance of the mill the previous shift
- 1.9. Ensure all required documentation is complete before the end of shift, and documentation and verbal communication take place between shift changes to enable a smooth transition process
- 1.10. Ensure that the correct amount of premix is added
- 1.11. Ensure sufficient stock levels

#### **2. Storage Control**

- 2.1. Adheres to the correct stacking and storage procedures
- 2.2. Communicates with Warehouse Supervisor regarding allocated areas where goods are to be stored
- 2.3. Ensure all pallets leaving the packaging area is wrapped, packed correctly and contain a pallet barcode

#### **3. Quality Control**

- 3.1. Maintain proper mill settings in order to ensure conformance to quality requirements
- 3.2. Study and record test results hourly in order to ensure conformance to quality standards
- 3.3. Responsible for process control in order to ensure conformance to product quality requirements as specified
- 3.4. Maintain correct moisture content on raw material and final product as per procedure

#### **4. Maintenance**

- 4.1. Ensure the proper functioning of all equipment
- 4.2. Perform minor repairs and report major repairs to maintenance department
- 4.3. Ensure all millers' maintenance documents are completed daily
- 4.4. Ensure that equipment is maintained according to standards

#### **5. People Management**

- 5.1. Supervise staff on the following stations as per shift roster:
  - 5.1.1. Production Area
  - 5.1.2. Pallet Packing
  - 5.1.3. Bagging and stitching station
  - 5.1.4. Forklift Drivers
- 5.2. Ensure staff are applying the correct application and adherence of standard operating procedures and processes through training and coaching

- 5.3. Takes appropriate disciplinary action as lead by the disciplinary code
- 5.4. Manages people attendance, overtime and productivity levels

## **6. Housekeeping and Safety Standards**

- 6.1. Ensures that cleaning and housekeeping standards on equipment and work areas are maintained according to laid down standards and norms.
- 6.2. Ensure Personal hygiene standards are maintained
- 6.3. Take reasonable care for own health and safety as well as the health and safety of others
- 6.4. Attend annual and required medical tests in order to ensure they are declared fit for physical performance
- 6.5. Wear the correct PPE in accordance with the company policy and procedures
- 6.6. No interference or abuse of any health, safety and environmental welfare equipment.
- 6.7. Be actively involved in the OHS System, partake in OHS activities as and when directed
- 6.8. Keep work areas clean and free from hazards and risks

## **7. Team Work**

- 7.1. Actively participate as a member of the team
- 7.2. Performing any other task, not specified herein, which from time to time may be assigned by the manager.

## **D. Knowledge, skills and experience required**

### **Educational Background:**

- Grade 12
- Full Spectrum Grain Grading
- GMF Qualification
- Minimum of 5 years' experience
- Valid Driver's Licence with own reliable transport
- Experience in Team Management

### **Knowledge/Skills:**

- Operational Agility
- Human Resources
- Strong problem solving
- Ensure Vision, Mission and Values underpin all activities
- OHS, ISO and HACCP systems
- Must be able to read, write, speak and understand English.

### **Physical Demands**

Must be found medical fit by Occupational Medical Practitioner for job appointed for.

## **E. Competencies**

- Ability to show initiative
- Ability to manage a team
- Self-motivated and reliable
- Performance Driven



**Additional Notes:**

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Employee Signature

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Group HR Manager Name & Surname

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Employee Signature

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