

JOB DESCRIPTION – QUALITY AND PRODUCTION CONTROLLER GRITS MABELA

A. Job title:

Quality and Production Controller Grits Mabela 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
- OHSA, 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



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Additional Notes:

EMPLOYEE

_____ Employee Name & Surname	_____ Employee Signature	_____ Date	_____
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EMPLOYER (ITAU)

_____ Employer Name & Surname	_____ Employee Signature	_____ Date	_____
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_____ Employer Name & Surname	_____ Employee Signature	_____ Date	_____
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_____ Employer Name & Surname	_____ Employee Signature	_____ Date	_____
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