**JOB DESCRIPTION**

**Job Title :** Sr. Officer/ Executive (Ice Cream Production)

**Industry:** Dairy Specialisation

**Department:** Production

**Total No. Experience:** 2-3 Years

**Qualification:** B.sc Dairy/ B.Tech Dairy tech/ B.sc agriculture

**Professional Qualification:** Lean Six sigma understanding, Application knowledge & PMP

**Job Location:** Kandivali - HO

* Planning & development of production schedule.
* Forecasting of maximum output of Productivity & risk assessment and mitigation Supervision at Production floor as part of daily routine
* Must be able to handle the Equipment & machinery effectively.
* Checks manufacturing equipment and control points to ensure efficient workflow is maintained.
* Responsible for ensuring that all processing equipment & material (including labels, ties, plastic bags, scoops and boxes etc) needed for that particular product (cell) is setup and operational before processing begins.
* Implementation of production policies and procedures as per the set standards.
* Scheduling of manufacturing tasks of team members to meet production deadlines.
* Establishment of priorities to ensure manufacturing team works most efficiently.
* Ensure that production cells and processing equipment are properly cleaned and properly utilized at all times and according to GMP standards.
* Responsible for ensuring employees are following all company safety procedures, especially proper lifting techniques, forklift operation, utilization of safety devises and wearing of all personal protective clothing/equipment (protective masks, gloves, goggles, ear protection and coats) while in manufacturing.
* Monitor the proper use of safety accessories by the staff as provided.
* Evaluate the manufacturing process with tasks per station to ensure maximum efficiency.
* Be active part of team formed for introduction & Implementation of recommended manufacturing tactical measures for Quality improvement, cost reduction & human safety.
* Enforce safety policies and procedures (both in-house and regulatory) to decrease the injuries of employees.
* Helps leadership Develops and implements strategies for Man, Material and machine related to production and as input to supply chain, QA, HR in addition to support functions such as inventory & maintenance.
* Work with QA, Facility management & HR for regular training and studies for productivity, safety and hygiene improvements
* Be part of team in team building exercise
* Participate in SOP & OPRP drafting
* Develop corrective / preventative and continuous quality improvement action plans.
* Educates production team members about preferred occupational health and safety practices.
* Create and oversee an employee training schedule that emphasizes productivity and resource conservation.
* Counsels and disciplines production employees/workers who fail to perform or violate company policies.
* Be part of Core team in new product development, Maintenance scheduling, Infrastructure /facility management
* Maintaining essential data & records as per the requirement of Company, buyers, regulatory requirement & Certifications.
* Prepare daily, weekly, Fortnightly, monthly records/reports.
* Prepares and processes requisitions and purchase orders for the procurement of clean label goods and supplies used in a fresh food production environment.
* Implement and maintain "first in first out" principles of inventory management. Coordinate shipping/receiving of product to/from off-site facilities, if needed.
* Help SCM to manage daily and long lead time purchasing - purchases according to menu planning, product specifications, and COGs (cost of goods sold) control system using costing tools and budgets
* Order new products or WIP stored in third party warehouse in a timely manner to arrive prior to menu date. Minimize stock out/emergency protocol.
* Collaborate daily/weekly with all members of the organisation, including QA, Production, Customer Service, etc.
* Review ingredient inventory levels on hand; identify any ingredient shortages and communicate these shortages to Production and Management.
* Analyse waste documentation for inventory impact, quality deficiencies, product life and related adjustments.
* Release and create Purchase Orders as needed. Forward to designated personnel both internal and external.
* Is responsible for the accuracy of the QTY on receipt, In process, as WIP & FG for his own department (Fruit processing which is WIP for Ice-creams) & cost on the PO's before they are received into Company ERP system.
* Perform other duties as assigned by management