

## FOOD PROCESSING PLANT ANAGEMENT

**UNIT CODE:** FOP/CU/FT/CR/03/6/A

### Relationship to Occupational Standards

This unit addresses the unit of competency: Manage food processing plants

**Duration of Unit:** 360 hours

### Unit Description

This unit describes the competencies required to manage food processing plants. It involves planning and coordinating plant activities; allocating and controlling plant resources; provide direction and leadership to plant personnel. It also involves representing the organization/plant in external fora.

### Summary of Learning Outcomes

1. Planning plant activities
2. Coordinating plant activities
3. Controlling plant activities
4. Managing plant personnel
5. Representing the plant in external fora

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Planning plant activities	<ul style="list-style-type: none"><li>• Feasibility studies</li><li>• Project management</li><li>• Principles of planning</li><li>• Development of plant goals and objectives</li><li>• Development and implementation of strategy towards the objective(s)</li><li>• Identification of tasks for attainment of goals and objectives</li><li>• Determination of required plant resources and resource mobilization</li><li>• Development of implementation work</li><li>• plans and schedules</li><li>• Development of tools for monitoring and evaluation of plant performance (development of a strategic plan)</li></ul>	<ul style="list-style-type: none"><li>• Written</li><li>• Observation</li><li>• Oral</li><li>• Third party report</li></ul>

2. Coordinating plant activities	<ul style="list-style-type: none"> <li>• Development of plant organization structure</li> <li>• Plant resource determination and allocation</li> <li>• Principles of procurement and disposal of assets</li> <li>• Plant performance reporting</li> <li>• Inter-departmental relationship management</li> </ul>	<ul style="list-style-type: none"> <li>• Written</li> <li>• Observation</li> <li>• Oral</li> <li>• Third party report</li> </ul>
3. Controlling plant activities	<ul style="list-style-type: none"> <li>• Basic financial management</li> <li>• Tracking plant performance progress</li> <li>• Performance measurement</li> <li>• Performance analysis</li> <li>• Performance improvement</li> <li>• Monitoring of resources utilization</li> </ul>	<ul style="list-style-type: none"> <li>• Written</li> <li>• Observation</li> <li>• Oral</li> <li>• Third party report</li> </ul>
4. Managing plant personnel	<ul style="list-style-type: none"> <li>• Principles of human resource management</li> <li>• Management theories</li> <li>• Development of human resource policy</li> <li>• Recruitment, induction and deployment of staff</li> <li>• Supervision and appraisal of staff</li> <li>• Assessment of staff performance</li> <li>• Performance measurement</li> <li>• Management of staff performance</li> <li>• Determination and planning of staff training needs assessment</li> <li>• Training assessment</li> <li>• Staff capacity building</li> <li>• Staff compensation and motivation</li> <li>• Establishment of staff welfare programmes</li> <li>• Handling staff disciplinary and separation issues</li> <li>• Legal issues related to human resource management</li> <li>• Emerging issues related to management of human resource</li> </ul>	<ul style="list-style-type: none"> <li>• Written</li> <li>• Observation</li> <li>• Oral</li> <li>Third party report</li> </ul>
5. Representing the plant in external fora	<ul style="list-style-type: none"> <li>• Development of communication strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Written</li> <li>• Observation</li> <li>• Oral</li> </ul>

	<ul style="list-style-type: none"> <li>• Handling external communications</li> <li>• Establishment and maintenance of stakeholders and partnership networks</li> <li>• Management of adherence to plant legal and statutory requirements</li> <li>• Consumer feedback management</li> </ul>	<ul style="list-style-type: none"> <li>• Third party report</li> </ul>
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### **Suggested Methods of Instruction**

- Direct instruction Project
- Case studies Field trips Discussions
- Demonstration by trainer
- Practice by the trainee Industrial attachment

### **Recommended Resources**

- Computers Stationery
- Sample work plans
- Sample work schedules Sample budget
- Sample performance contracting documents Sample resource leveling sheets
- Sample communication policy
- Sample interview guides and schedules Sample capacity building programmes Case studies
- Sample human resource policies Sample M&E tools
- Sample strategic plan
- Sample organizational structures legal documents (Employment Act 2007, Food handlers' certificate, WIBA, NSSF, Taxation, NHIF, Public health Cap 242, OSHA, EMCA 1999 and Factories Act)