

## MANAGE FOOD PROCESSING PLANT

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

### UNIT DESCRIPTION

This unit describes the competencies required to manage food processing plant. 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.

It applies to the Food Processing sector.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b> These describe the <b>key outcomes</b> which make up <b>workplace function</b> .	<b>PERFORMANCE CRITERIA</b> These are <b>assessable</b> statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the range.</b></i>
1. Plan plant activities	1.1 <i><b>Goals</b></i> and <i><b>objectives</b></i> of the plant are developed based on the strategy of the processing plant 1.2 Tasks are developed as per goals and objectives of the plant 1.3 Required <i><b>plant resources</b></i> are determined based on tasks to be performed 1.4 Implementation schedule is developed based on tasks, objectives and resources availability 1.5 Methods of <i><b>monitoring progress</b></i> are determined based on implementation schedule 1.6 Plant plan is shared with implementers as per workplace policy
2. Coordinate plant activities	2.1 Organization structure is developed based on the requirements of the organization 2.2 Resources are allocated based on plant operation plan 2.3 Plant performance reports are prepared and disseminated to relevant authority 2.4 Inter-departmental review meetings are coordinated as per workplace requirements
3. Control plant activities	3.1 Follow-up is done to track progress as per plant plan 3.2 Actual performance is measured and analyzed against expected performance 3.3 <i><b>Course corrections</b></i> activities are conducted as per progress report 3.4 Resource utilization is monitored based on workplace

	policy
4. Managing plant personnel	<p>4.1 Human resource policy is developed based on overall objective of the organization and best practices</p> <p>4.2 Staff is recruited based on human resources policy</p> <p>4.3 Staff is inducted and deployed based on human resource policy</p> <p>4.4 Staff is supervised and appraised based on human resource policy</p> <p>4.5 Staff performance assessment is carried out based on human resource policy</p> <p>4.6 Staff performance feedback is given based on performance assessment results</p> <p>4.7 Staff is <i>capacity built</i> and <i>mentored</i> based on training needs assessment report</p> <p>4.8 Staff is compensated, <i>motivated</i> and welfare programmes developed and maintained based on human resource policy</p> <p>4.9 Staff disciplinary and <i>separation issues</i> are handled as per human resource policy</p>
5. Represent the plant in external fora	<p>5.1 Communication policy is developed based on plant vision and best practices</p> <p>5.2 Plant <i>external communications</i> are handled as per communication policy</p> <p>5.3 <i>Legal and statutory requirements</i> are adhered to</p> <p>5.4 <i>Stakeholder</i> networks and <i>partnerships</i> are established and maintained as per workplace policy</p>

### RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Goals may include but are not limited to:	<ul style="list-style-type: none"> <li>• Long term</li> <li>• Medium term</li> <li>• Short term</li> </ul>
2. Objectives may include but are not limited to:	<ul style="list-style-type: none"> <li>• Strategic</li> <li>• Long term</li> <li>• Medium term</li> <li>• Short term</li> </ul>
3. Legal and statutory requirements may include but are not limited to:	<ul style="list-style-type: none"> <li>• Employment act 2007</li> <li>• Food handlers' certificate</li> <li>• WIBA</li> </ul>

	<ul style="list-style-type: none"> <li>• NSSF</li> <li>• Taxation</li> <li>• NHIF</li> <li>• Public Health Cap 242</li> <li>• OSHA</li> <li>• EMCA 1999</li> <li>• Factories Act</li> <li>• OSH 2007</li> </ul>
4. Capacity building may include but are not limited to:	<ul style="list-style-type: none"> <li>• Training (On-the-job, off-the-job)</li> <li>• Mentorship</li> <li>• Coaching</li> </ul>
5. Food Plant resources may include but are not limited to:	<ul style="list-style-type: none"> <li>• Human</li> <li>• Financial</li> <li>• Equipment (Plant)</li> <li>• Facility/premises</li> <li>• Materials, supplies and utilities</li> <li>• Land</li> </ul>
6. Product standards may include but are not limited to:	<ul style="list-style-type: none"> <li>• Physical</li> <li>• Chemical</li> <li>• Microbiological</li> <li>• Organoleptic</li> </ul>
7. Monitoring methods may include but are not limited to:	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Measurement</li> <li>• Personnel satisfaction survey</li> <li>• Process audits</li> </ul>
8. Motivation may include but are not limited to:	<ul style="list-style-type: none"> <li>• Promotion</li> <li>• Financial</li> <li>• Deployment</li> <li>• Recognition</li> </ul>
9. Separation issues may include but are not limited to:	<ul style="list-style-type: none"> <li>• Termination</li> <li>• Retirement</li> <li>• Dismissal</li> <li>• Death</li> <li>• Resignation</li> <li>• Desertion</li> </ul>
10. Staff disciplinary issues may include but are not limited to:	<ul style="list-style-type: none"> <li>• Absenteeism</li> <li>• Desertion</li> <li>• Poor performance</li> <li>• Corruption</li> </ul>
11. Stakeholder networks may include but are not limited to:	<ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Unions</li> <li>• Government agencies</li> <li>• NGO</li> </ul>

	<ul style="list-style-type: none"> <li>• Community</li> </ul>
12. Relevant authority may include but are not limited to:	<ul style="list-style-type: none"> <li>• Functional managers</li> <li>• Managing director</li> <li>• Board of directors</li> <li>• Government authorities</li> </ul>

### **Required Skills and Knowledge**

This section describes the skills and knowledge required for this unit of competency.

#### **Required Skills**

The individual needs to demonstrate the following skills:

- Communication
- Inter-personal
- Leadership
- Planning
- Organizing
- Problem solving
- Root-cause analysis
- Negotiation
- Trouble shooting
- Analytical
- Training
- Coordination
- Report writing
- Computer

#### **Required Knowledge**

The individual needs to demonstrate knowledge of:

- Human resource management
- Leadership
- Negotiation
- Management theories
- Budgeting and planning
- Finance management
- Resource mobilization
- Basic procurement
- Statutory legislation and regulations
- Emerging issues

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Developed goals and objectives of the processing plant</li> <li>1.2 Developed a budget for the processing plant</li> <li>1.3 Developed plan implementation and monitoring schedule</li> <li>1.4 Prepared and disseminated plant performance reports</li> <li>1.5 Measured and analyzed employee performance</li> <li>1.6 Developed course corrections procedures</li> <li>1.7 Monitored resources utilization</li> <li>1.8 Demonstrated understanding of human resource policy and communication strategy</li> <li>1.9 Demonstrated understanding of legal and statutory requirements</li> </ul>
<p>2. Resource Implications</p>	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>2.1 Workplace or assessment location</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Observation</li> <li>3.2 Oral questioning</li> <li>3.3 Projects</li> <li>3.4 Written tests</li> <li>3.5 Third party reports</li> <li>3.6 Portfolio</li> </ul>
<p>4. Context of Assessment</p>	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> <li>4.1 On the job</li> <li>4.2 Off the job</li> <li>4.3 In work placement (attachment)</li> </ul> <p>Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
<p>5. Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>