

Job Description

Job title	Production Manager
Job level	Manager
Department	Central Kitchen
Location	North
Reporting to	Deputy CEO / Culinary Director

Core Responsibilities

- To assist the Production team to achieve production goals, productivity and profitability KPIs set by the Management.
- To plan, establish and maintain an optimum “lean” operational structure within the Production area, so as to ensure the effective and efficient running of the department.
- To oversee and implement food manufacturing/production procedures in accordance with required Quality Assurance methods, new technologies, organization strategies and budget.
- To introduce and implement the use of machines / equipment / technology to improve the production and packing processes and to increase overall productivity and efficiency.
- Responsible for formulating new food production standards and Standard Operating Procedures (SOPs).
- Monitor quality assurance on an overall level through conducting spot checks.
- To investigate production/quality issues in the kitchen and to recommend solutions.
- To ensure that all resources are optimally utilized, monitor to ensure minimal over-production and wastages and recommend ways to reduce waste production.

- To assist the Management team in the expansion of the overseas market. This includes working with the team in the Production plant set-up in China.
- Work closely with the Deputy CEO, Culinary Director, Production Head Chef and Line departments in the pursuit for continuous improvement in product quality and productivity.
- Any other appropriate duties and responsibilities as assigned.

Job Specifications

- At least 5 years of work experience in the food manufacturing / F&B industry.
- Strong leadership skills with good communication and inter-personal skills.
- Good analytical skills and meticulous nature.
- Ability to multi-task and work under pressure.
- Good project management skills
- Knowledge in ISO 22000, HACCP and GMP
- Computer literate

General Performance Expectations

- To establish an effective production schedule and ensure on-time delivery at all times.
- To ensure good quality production with every product to meet customer's satisfaction.
- Ensure all kitchen area are clean and production equipment in working condition.
- To enforce food safety requirements and meet the necessary AVA requirements.
- To minimize any raw material wastage and output rejection.