



## Production Manager

**Job Title:**

Production Manager

**Place of Work:**

Based in Cape Town at Tiny Keg Can Co

**Scope and General Purpose:**

To take full ownership, accountability and responsibility of production operations.

**Responsible to:**

Management

Ownership

**Liases with:**

Ownership

Operations Management

Sales

Production Team

Accounts

**Key Performance Areas**

Please refer to the next page for areas in which your performance in this role will be measured.



## Production Manager

### Key Performance Areas

*The exact day-to-day duties will differ as one of the core business advantages of the Tiny Keg Can Co is its flexibility to adapt to the market and clients needs.*

#### Production Management

- Manage all activities within the production process, including maintenance and workforce allocation of the canning, can decoration and pack off operation.
- Plan and communicate the production schedule. Creating schedules of work for the team
- Lead implementations of strategic decisions of the company's management.
- Decide on and form part of the task force to order the resources that are required and ensure stock levels remain adequate for the upcoming production.
- Analyze budgets and continuously control production costs and identify/rectify waste measures.
- Create, implement and manage constant improvement plans in terms of work security, waste reduction and maximum production outputs.
- Manage and plan daily/weekly production and report key measurements.
- Maintain and improve on warehouse infrastructure
- Site visits to advise clients on liquid preparations for canning and check if the facility has all needs for a successful canning run.
- Lead and plan liquid preparations and tests to specifications.
- Overview liquid sample collections / data and compare with specifications to decide if production can take next steps.
- Handle warehousing of stock of spare parts used in production.
- Create and implement organizational/production changes on an operative level.
- Be competent and available to efficiently run the can filling machinery (Wild Goose Canning line), sleeve applicator and labeller on- & off site on packaging runs.

#### HR Management & Training

- Act as a leader and influencer of the Tiny Keg Can Co. culture.
- Manage production teams within your production department (day to day work/leave) (internal & Temporary Employment Services (TES))
- Ensure company procedures are being followed by employees.
- Create and manage an efficient production plan to keep working hours in the contracted limits but hitting deadlines and achieving set goals.
- Train all members of the production team on the Tiny Keg Can Co. Quality standards and constantly re-evaluate that these standards are being held.



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- Train all members of production on usage of the equipment (or organize training with our suppliers)
- Generate technical training material for your team.
- Assist Human Resources with recruitment and training of new employees.
- Coach employees
- Communicate any relevant company information and updates to procedures to personnel
- Enforce rules and regulations
- Handle conflict resolution and performance management with support of Human Resources team
- Train personnel on new equipment and review all equipment and safety procedures based on necessity and scheduled reviews.

### Reporting

- Providing monthly reports of quality control, production numbers, safety, and other reports as needed
- Manage and review reporting to sales and finance team for client invoicing.
- Organizing data according to standard procedure.
- Ensure that the production team complete Job Reports and Incident Reports if required.
- Perform administrative tasks to increase information flow from sales to production.

### Healthy & Safety

- Manage and support SHEQ (Safety, Health, Environment and Quality) initiatives and objectives.
- Manage cleanliness of the facility / equipment to the HACCP & FSSC standards.

### Quality Control

- Take Ownership of Tiny Keg's quality control and liquid handling procedures
- Make sure data is inputted and issues are reported and that company process is aligned to industry best practice.
- Interact with internal departments to guarantee production information is passed on correctly to have optimal workflow throughout the company..

### Supplier Management

- Maintain existing supplier relationships. Ensuring through coordination with accounts department that payment terms are met.
- Foster new supplier relationships.
- Monitor stock and price deals. Report any irregularity in prices to management .



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### Customer Service

- Displaying a customer-service orientation; dealing effectively with customer expectations.
- Apply best endeavours to conduct properly, improve, extend, develop, promote, protect and preserve the Business interests, reputation