

CPU Food Production Manager

Job Introduction:

As Manager within the Central Production Unit (CPU) you'll have overall accountability & responsibility for all aspects of the food production operation including purchasing, storage, scheduling, preparation, cooking, packaging and distribution of a range of ambient, chilled and frozen dishes and/or ingredients to various locations/branches within Nairobi in an efficient, safe and profitable manner.

The CPU is the company's main on-site food preparation facility for all operations.

We have provided catering management services to various blue chip corporates and private clients in Nairobi since 2012 and are a key partner to these corporate entities. We are dedicated to delivering the best quality as well as cost-efficient delivery of catering & retail services to all of our customers.

We are proud that our work has a significant bearing on attraction, morale, retention and recruitment within the corporate sector in Nairobi.

Role & Responsibility:

Key Interfaces:

- **Internal:** Operations/Production, QHSE Management, Product Development, Standardisation of SOP's, Recipe Management, Cost Control, Communications, Logistics, Procurement, Human Resources.
- **External:** Suppliers, Local Authorities & Government Agencies, Facility Services Companies, Customers

Food Production

- The overall accountability and responsibility for all aspects of the food production operation within the CPU including purchasing, storage, scheduling of production, preparation, cooking, packaging and distribution of a range of ambient, chilled and frozen dishes or ingredients to various branches in an efficient, safe and profitable manner.
- Strategically plan, organize, and manage the food production department with regards to daily hours, schedules, productivity, quality and safety
- Ensure on-time and accurate production in the preparation of food and catering
- Research and develop new products in line with price points and company growth strategy, continually improve existing ranges (shelf-life, quality, taste, appearance, design, appeal).

Business Management

- Maintain, monitor & evaluate all CPU operations by preparing policies and standard operating procedures; implementing production, productivity and quality standards; determining and implementing system improvements.
- Ensure that International food safety legislation and other risk analysis systems where appropriate are in place
- Ensure that CPU work methods are in line with the company's standards and customer contracts
- Ensure optimal deployment of human, technical and material resources in the CPU
- Responsible for CPU costs to budget through effective manpower planning, scheduling and overtime usage
- Ensure par levels of customer inventory and customer specific goods to provide required service
- Manage all internal & external client relationships and expectations. Maintain formal and informal communications with both client and customers/suppliers.
- Investigate customer quality issues, develop and implement corrective actions
- Maintain company compliance by ensuring that the company/contract accountancy, documentation, audits and administration procedures are carried out to the required standard
- Maintain legislative compliance by ensuring that all aspects of the business are conducted in accordance with all relevant statutory requirements and codes of practice. Including cook chill guideline requirements are met utilising Hazard Analysis and Critical Control Points (HACCP) and other risk analysis systems where appropriate
- Have full control over profit and loss account including the correct control of costs and re-sources. Optimise sales, marketing and opportunities for organic growth of services.
- Maintains professional and technical knowledge by tracking emerging trends in the industry; attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Accomplishes company goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Leadership

- Maintain and develop a positive working culture and environment for all colleagues through sound leadership, effective communication and delegation
- Manage all aspects of Health and Safety, Environment and Quality Assurance. Role modelling safe behaviour and reporting unsafe behaviour, near misses and accidents/incidents to management in a timely manner
- Ensure that the area of responsibility is properly organized, staffed and directed
- Guide, motivate and develop the subordinate employees within the Human Resources Policy

The Ideal Candidate:

Minimum 3 years experience in a similar role in a mass food production kitchen / CPU at managerial level. (International Experience preferential)

- Proven track record in leading, managing and development of a diverse team
- Sound understanding and knowledge of HACCP (level 3 HACCP highly desirable but not essential)
- International exposure to the packaged food industry (both retail and production elements)
- Excellent analytical and conceptual skills
- Demonstrable record of understanding and meeting customer expectations
- QHSE management level awareness
- Proven track record in profit and loss management (Basic accounting)
- Proven experience of managing long-term client relationships including senior stakeholders
- Must be able to demonstrate effective verbal and written communication
- Able to work on own initiative and within a team environment
- Demonstrate attention to detail and adherence to standards
- Highly Computer literate

Package:

Competitive salary with performance bonuses based on KPI's

About the Company:

The Kenyan Good Food Company (TGFC) has been in operation since August 2012 and is committed to bringing Kenya its first real healthy, fast, fresh and convenient food solution as well as being the region's Premier Packaged Food Business. The Good Food Company offers customers a variety of services:

1. Packaged Fresh, Chilled and Frozen Meals
2. Full Cafeteria Services (on-site & off-site catering models) with Beverage Services.
3. TGFC Cafes (QSR's)

The directors are all Kenyan and we have employed close to 100 staff across the company – all of whom are Kenyan.

Our product range includes:

Sandwiches, Subs, Wraps, Salads & Ready Meals (for both local & international palettes) as well as buffet services for canteens that are operated to International ISO Food safety standards, follow HACCP procedures to create a valuable and credible audit trail.

Our Corporate Cafeteria & Beverage Service product:

TGFC provides FULL canteen/cafeteria services to a number of Multi-national Corporates & Government Institutions in Nairobi. The product and menus are tailored to suit both National (Kenyan) and Expatriate staff where necessary.

At TGFC we are all about convenience, the perfect fit for today's busy lifestyle and are committed to bring customers a fast, fresh, healthy, convenient and affordable food solution.

How to Apply

Please send a one-page (1) cover letter and your CV with current references only quoting the job title on the email subject (CPU Food Production Manager) to careers@tgfc.co.ke

Note: Only considered applicants will receive a reply within five (5) days of application.