

SKILLS FRAMEWORK FOR FOOD MANUFACTURING SKILLS MAP - LINE OPERATOR/SECTION HEAD/TEAM LEADER				
<b>Sector</b>	Food Manufacturing			
<b>Track</b>	Production			
<b>Occupation</b>	Food Production Staff			
<b>Job Role</b>	Section Head/Team Leader/Line Operator			
<b>Job Role Description</b>	<p>The Section Head/Team Leader/ Line Operator oversees a team of subordinates and supervises the daily operations of his/her assigned production line. He ensures that production targets for the line are met and food products meet required production standards. He monitors the set-up and cleanliness of work stations, schedules work activities and supervises the team on their preparation of ingredients and food products as well as packaging. He also monitors equipment performance levels and conducts basic equipment troubleshooting.</p> <p>He operates in a food production environment and may be required to work day or night shifts. He should be comfortable with working in accordance to schedules, operating machinery, as well as exposure to physically demanding work conditions such as long standing hours, hot and/or cold temperatures.</p>			
<b>Critical Work Functions and Key Tasks</b>	Prepare food	Determine appropriate production parameters and methods to meet manufacturing process requirements	<b>Performance Expectations (For legislated / regulated occupations)</b>  In accordance with: <ul style="list-style-type: none"> <li>• ISO 22000:2005 - Food safety management systems</li> <li>• Singapore Standard (SS) 590:2013</li> <li>• SS 444:2010</li> <li>• Food Safety System Certification (FSSC) 22000</li> <li>• Good laboratory practices (GLP)</li> <li>• Good manufacturing practices (GMP)</li> </ul>	
		Check correctness of food quantities, container formats and materials against production plans		
		Supervise line team on preparation of ingredients, production, machinery operation and packaging of the food products		
		Train production staff on the use of cooking equipment and coordinate provision of appropriate training where needed		
	Manage process workflow	Ensure production targets of assigned section are met and food products meet required production standards		
		Monitor equipment performance levels and conduct basic equipment troubleshooting and maintenance		
		Identify need to escalate repairs or preventive maintenance to equipment suppliers and vendors		
		Monitor and adjust production process parameters to maintain optimum operational conditions		
		Assist in the review of standard operating procedures (SOPs), checklists, and work instructions		
	Maintain hygiene, safety and standards	Monitor the set-up of work stations for cleanliness and safety compliance with local regulations and company requirements		
		Correct product or process faults to meet quality standards		
		Conduct checks on line team's attire and personal protective equipment (PPE).		
Conduct periodic checks on processes and final products for continuous fulfilment of quality standards				
Contribute to continuous improvement	Seek opportunities for improvement and take corrective actions on his/her own initiative			
	Suggest improvements in equipment setup			
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Active and Smart Packaging	Level 3	Leadership	Basic
	Advanced Processing Technology	Level 3	Problem Solving	Intermediate
	Automated Food Manufacturing System Maintenance	Level 1	Communication	Basic
	Automated Operation Monitoring	Level 2	Teamwork	Intermediate
	Automation Process Control	Level 3	Decision Making	Basic
	Conflict Resolution	Level 4		
	Continuous Process Improvement	Level 2		
	Document Control	Level 2		
	Emergency Response Management	Level 2		
	Equipment Maintenance	Level 2		
	Food Production Management	Level 2		

	Food Safety Management	Level 1	
	Good Manufacturing Practices Implementation	Level 3	
	Hazards and Risk Control, and Policy Management	Level 2	
	Internet of Things Management	Level 2	
	Manufacturing Process Management	Level 2	
	Production Performance Management	Level 3	
	Project Management	Level 3	
	Quality System Management	Level 3	
	Stakeholder Management	Level 3	
	Systems Thinking	Level 2	
	Technical Report Writing	Level 2	
	WSH Performance Management	Level 3	
<b>Programme Listing</b>	For a list of Training Programmes available for the Food Manufacturing sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/foodmfg">www.skillsfuture.sg/skills-framework/foodmfg</a>		

The information contained in this document serves as a guide.