

SKILLS FRAMEWORK FOR FOOD MANUFACTURING SKILLS MAP - SUPERVISOR/ PRODUCTION PLANNER				
Sector	Food Manufacturing			
Track	Production			
Occupation	Food Production Staff			
Job Role	Supervisor/Production Planner			
Job Role Description	<p>The Supervisor/Production Planner supervises the daily operations of the food production function to ensure that production targets are met and food products meet required production standards. He/She is responsible for smooth production operations within the plant, and ensures adequate inventories of raw materials, manpower and other resources required. He oversees and makes regular reports on production outputs, yields, equipment issues and downtime, and staff overtime, to update the management on production performance issues.</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 a schedule, operating machinery, as well as exposure to physically demanding work conditions such as long standing hours, hot or cold temperatures.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Manage process workflow	Supervise production staff on preparation of ingredients, production, machinery operation and packaging of the food products	Performance Expectations (For legislated / regulated occupations) In accordance with: <ul style="list-style-type: none"> • ISO 22000:2005 - Food safety management systems • Singapore Standard (SS) 590:2013 • SS 444:2010 • Food Safety System Certification (FSSC) 22000 • Good laboratory practices (GLP) • Good manufacturing practices (GMP)
			Coordination provision of training to production staff	
			Plan production outputs and set daily production schedules and buffer stock levels	
			Coordinate with maintenance teams and assist in troubleshooting equipment downtimes and site restorations	
			Evaluate low yield and quality assurance fail lots to highlight issues that affect output and operations	
			Review and suggest modifications to standard operating procedures (SOPs), checklists, and work instructions	
			Maintain inventory levels of raw materials, ingredients and buffer stock for meeting orders to facilitate smooth production operations	
			Prepare regular production performance reports	
	Operationalise new and customised product manufacturing	Assist in implementing new and/or modified production processes to manufacture new food products		
		Disseminate new operating parameters to production teams for implementation		
		Infer impact on yield and reliability of new and/or modified production processes		
	Maintain hygiene, safety and standards	Ensure quality and hygiene of products and production areas, and workplace safety of employees		
		Work with staff in continuous improvement efforts, troubleshooting and resolution of technical issues with processes and equipment		
Assist in production documentation establishment and maintenance				
Coordinate with teams to resolve inter-discipline issues and control overall quality of work				
Enforce good safety culture and manufacturing practices				
Ensure adherence to processes and procedures				
Contribute to continuous improvement	Identify opportunities for continuous improvement projects relating to manufacturing processes			
	Assist in implementation of improvement projects			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Active and Smart Packaging	Level 3	Problem Solving	Intermediate
	Advanced Processing Technology	Level 3	Decision Making	Intermediate
	Automated Operation Monitoring	Level 2	Leadership	Intermediate
	Automation Process Control	Level 4	Sense Making	Intermediate
	Budgeting	Level 3	Communication	Intermediate
	Change Management	Level 3		
	Conflict Resolution	Level 4		

	Continuous Process Improvement	Level 3	
	Data Synthesis	Level 3	
	Document Control	Level 3	
	Emergency Response Management	Level 3	
	Equipment Maintenance	Level 2	
	Food Production Management	Level 3	
	Food Safety Management	Level 2	
	Good Manufacturing Practices Implementation	Level 3	
	Green Manufacturing Design and Implementation	Level 3	
	Hazards and Risk Control, and Policy Management	Level 3	
	Innovation Management	Level 3	
	Internet of Things Management	Level 3	
	Manufacturing Process Management	Level 3	
	New Product Introduction for Food	Level 3	
	Production Performance Management	Level 4	
	Project Management	Level 4	
	Quality System Management	Level 3	
	Stakeholder Management	Level 3	
	Strategy Development	Level 4	
	Systems Thinking	Level 3	
	Technical Presentation	Level 4	
	Technical Report Writing	Level 2	
	WSH Performance Management	Level 3	
Programme Listing	For a list of Training Programmes available for the Food Manufacturing sector, please visit: www.skillsfuture.sg/skills-framework/foodmfg		

The information contained in this document serves as a guide.