

VACANCY

PRODUCTION MANAGER

Donut Factory Int. (Pty) Ltd Company is looking for a Production Manager

Overview

The Production Manager is responsible for every doughnut factory operation, including overseeing all aspects of production, sanitation, food safety, maintenance, shipping and human resources. This involves developing a staff of professional employees, obtaining maximum profitability, and ensuring both customer and employee satisfaction. Additionally, this person is responsible for having a thorough understanding of production processes and maintaining a high level of quality products while maintains employee safety.

PRIMARY RESPONSIBILITY

- Supervising all the areas of the doughnut factory
- Ensuring that operations are run according to the factory standards
- Ensuring all products meet the quality standards and in turn, guarantee customer satisfaction
- Serving as a role model for customer-first behaviours according to company standards
- Understanding the production process and maintaining a schedule that guarantees high quality and output
- Demonstrating safety consciousness and promoting store safety, e.g. shoes, floor cones etc.
- Maintaining a high level of store sanitation and cleanliness, e.g. cleaning schedules, training, etc.
- Overseeing proper maintenance of production equipment, material handling equipment and all building and grounds.
- Directing and developing employees, including: recruiting, training, scheduling, safety education, supervising, dispute resolution and firing
- Implementing efficiently and effectively directives from store, corporate, and divisional management.
- Managing expense budgets, including, profit and loss, etc.
- Completing required corporate reporting documentation, both financial and operational
- Managing financial duties such as deposits, collecting accounts receivable and properly documenting all transactions

KNOWLEDGE & SKILL REQUIREMENTS

- High school required, Diploma or College degree a PLUS!
- 5 + years of experience in sales, management, production, employee safety and customer service a
- Knowledgeable in Food Safety
- Strong communication, organizational, and leadership skills
- Self-motivated, creative, and adaptable
- Microsoft Office computer proficiency

Remunerations

Competitive salary (based on experience)

Interested candidates should send their application letters with CV, certified copies of qualifications and references to the following address not later than the 12th March 2024

The Director

Donut Factory Int.(Pty) Ltd

P O BOX 1172

Gaborone OR

Email: hr@sparkcapital.co.bw