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**Employee Role Assignment**

**1. Introduction**

This document outlines the procedure for assigning roles and responsibilities to employees involved in the manufacture of food products under NIC Code 10101. Clear role assignments are crucial for efficient operation, accountability, and maintaining high standards of food safety and quality.

**2. Scope**

This procedure applies to all employees involved in the manufacturing process, from production workers to management personnel.

**3. Role Definition**

Each role will have a clear job description outlining responsibilities, duties, and reporting structures. Examples of roles include:

* Production Supervisor: Oversees the production line, ensuring efficiency and quality.
* Quality Control Inspector: Responsible for inspecting products and ensuring they meet quality standards.
* Maintenance Technician: Maintains and repairs production equipment.
* Sanitation Technician: Ensures the cleanliness and sanitation of the facility.
* Packaging Operator: Operates packaging machinery and ensures accurate labeling.

**4. Role Assignment Process**

* Job Description Development: Clear job descriptions will be developed for each role, specifying required skills and experience.
* Employee Selection: Employees will be selected based on their skills, experience, and qualifications.
* Training: Employees will receive appropriate training to perform their assigned roles.
* Performance Evaluation: Regular performance evaluations will be conducted to assess employee performance and identify areas for improvement.
* Role Changes: A formal process for changes in employee roles and responsibilities will be established.

**5. Compliance Notes**

* All employees must have a clear understanding of their roles and responsibilities.
* Job descriptions must be regularly reviewed and updated to reflect changes in the manufacturing process.
* Compliance with all relevant labor laws and regulations is mandatory.

**6. Practical Guidelines**

* Utilize a standardized job description template.
* Maintain a central repository for all job descriptions.
* Provide regular training and updates to employees.
* Establish a clear communication channel for reporting any issues or concerns.

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