# **ORGANIZATION PLAN**

**Form of organization**

The NIT food deliver will be under the partnership form of organization where by the profits or loss will be divided equally and share capital are contributed equally. All law of Tanzania regarding the partnership deed will applied including paying tax according to the partnership requirements.

**Duties and responsibility of personnel**

**General Manager**, Responsible for overall direction and strategy of the NIT Food Ordering and Delivery services on the campus. General manager possesses the Diploma in business or related field and at least 4 years of experience in the food services industry. They should have strong leadership skills and the ability to oversee all aspects of business, including operations, marketing, financing, and human resources.

**Operation Manager**, the head of operation who is responsible to oversee day to day activities of the services, including food preparation, delivery and customer services and also control Marketing Officers to find the market of the products, Operation Manager is reporting to the General manager also this personnel is the key and among of three top managers in the partnership, in collaboration with finance manager enable to control the stocks and setting the different budget for the development of the partnership. Operation Manager possesses the diploma in business with the experience of more than three years.

**Finance Manager** is the head of finance and accounting department. Its functionaries is receiving all payments done to the NIT Food Ordering and Delivery and purchasing different assets required in the process of food preparations, also is one who prepare the payroll for salaries and paying other bonus, is the main controller of the budget. Finance Manager is reporting direct to the General Manager. Finance Manager will possess the Diploma in Accountancy and having the experience in accounting practices not less than three years.

ORGANIZATION STRUCTURE FOR NIT FOOD ORDERING AND DELIVERY

General Manager

Operation Manager

Financing Manager

procurement

Supervisor

Marketing Officer

**Salaries and Wages**

The business will have total of 11 employees in which five of them will be permanently as structure shown above and six of them will be temporary employees who will be paid according the work done by them. Below are the tables which shows how much for each employee will be paid a salaries per monthly basis.

Table : Salaries for employees

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Title | Salary per Month | Salary per year |
| 1. | General Manager | 300,000 | 3,600,000 |
| 2. | Operation Manager | 280,000 | 3,360,000 |
| 3. | Finance Manager | 250,000 | 3,000,000 |
| 4. | Marketing Officer | 200,000 | 2,400,000 |
| 5. | Cook | 2@150,000= 300,000 | 3,600,000 |
| 6. | Inventory | 80,000 | 960,000 |
| 7. | Busboy | 4@50,000=200,000 | 800,000 |
|  | TOTAL | 1,610,000 | 14,720,000 |

Note: The bonus will be paid according to the profits generated on the respective season; the quarter of the net profit will be retained as the bonus to the staff where by the staff bonus will be given by using the ratio of their salaries.

**Fixed assets**

The fixed assets required for the NIT food ordering and delivery are Commercial Kitchen Equipment includes ovens, stoves, grills, refrigerators, freezers, food preparation counters, sinks, and other equipment required for food preparation and storage, Furniture and Fixtures, kitchen utensils and Cookware and also technological infrastructures, store this will be built for storing. The fixed asset will be contributing the expense to the business, but this expense will be only at the beginning but the expectation is to use the fixed assets in five years for some and others will be long term fixed assets. The cost to be incurred for fixed assets are detailed in the table below: -

Table : Fixed assets with cost required

|  |  |  |  |
| --- | --- | --- | --- |
| S/n | Fixed Assets | Description | Total Cost |
| 1. | Commercial kitchen equipment | Required for food preparation and storage | 2,000,000 |
| 2. | House Rent | Building for store and security | 600,000 |
| 3 | Furniture and Fixtures | Require for the dining area, reception area, and other customer-facing | 1,500,000 |
| 4 | Kitchen utensils and cookware | Tools required for food preparation | 1,000,000 |
| 5 | Office equipment | For administrative task and managing the business operation | 2,000,000 |
|  | TOTAL |  | 7,100,0000 |