

## **JOB DESCRIPTION-A**

### **Position: Plant Manager, Farmer Producer Enterprise**

#### **About the Organization:**

Foundation for Development of Rural Value Chains (FDRVC.org) is a Joint Initiative of Ministry of Rural development and Tata Trusts set up as a not-for-profit company to support promotion of professionally managed and producer owned collective enterprises in select rural value chains in farm and non-farm sectors which are sustainable and profitable. FDRVC is managed by high quality seasoned professionals working from its head office in New Delhi and four regional offices.

#### **Brief About the Position**

Hadoti Mahila Kisan Producer Company Limited (Hadoti MKPCL), Kota-Baran (Rajasthan), a Producer Company being incubated by FDRVC and supported under National Rural Livelihoods Mission, is offering unique opportunities to those who have the passion to work with rural poor and willing take up the challenge to work for the small and marginal farmers. The Producer Company will be dealing in coriander, soybean and other agriculture produce involving procurement, processing and its bulk, retail packaging/consumer packs by investing in large scale processing units and marketing of the commodity and the value-added products. It is going to be working with a large farmer base and will have modern equipment for commodity handling and IT based business processes. FDRVC has been retained by Hadoti MKPCL to hire for the position of Plant Manager.

#### **Role:**

The Plant Manager would be overall in-charge of the manufacturing and processing of value added products.

#### **Responsibilities:**

As the Plant Manager of the processing unit, the person will be responsible for the following activities:

- Responsible for plant equipment supplier identification and management, installation, commissioning and process standardization of the plant
- Planning, organizing, directing, and controlling manufacturing operations through lean initiatives.
- Plan the activity schedule and ensure the execution as per the deadlines for production
- Reviewing and ensuring production as per the Planned versus Actual progress
- Schedule the daily activities in a manner that there would be a minimum wastage of time for the staff
- Liaising with all departments like - purchase, sales etc for achieving organization goals and targets
- Providing guidance and recommending improvements on manufacturing methods to reduce errors
- Accumulating and analyzing data related to capacity utilization of various machines, productivity, service levels of the plant, outgoing product's quality, and rejection trends
- Planning and effectuating maintenance plans for machines and equipment and ensuring execution of preventive maintenance schedules/shutdown maintenance to ensure trouble-free and seamless plant operations
- Spearheading the efficient and effective day to day operations

- Ensure that complete production cycle takes place & all the food and quality standards are being maintained. The Plant Manager would also ensure compliance to quality systems in adherence to SOPs issued by the QA and QC department, maintaining requisite documents to ensure complete traceability in process quality and improvement in process capabilities. S/he would also ensure that health and safety regulations are met as per in compliance to Industrial Safety (HACCP) standards and work environment
- To approve or reject, as s/he sees fit, raw, packaging, intermediate, and finished bulk and retail materials and ensure the realization of all formalities related to Food Administration. (Regulatory Requirement)
- Administer Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), Good Laboratory Practices (GLP) programs & trainings
- To approve all Standard Testing Procedures (STPs) and Specifications.
- To develop Quality Management System (QMS) documentations such as Quality Manual, Standard Operating Procedures (SOPs)

#### **Qualifications Required**

- Graduate/Postgraduate in Engineering/Food Technology/Dairy Technology

#### **Experience**

- Minimum 3-4 years of experience of working in a large size food processing plant/production facility and performing roles as per the requirement mentioned above is a must. Preference will be given to candidates having worked in the cereals, millets, pulses, and oilseeds sector.

**Desirable:** Fluency in English and Hindi would be preferred

## **JOB DESCRIPTION-B**

### **Position: Assistant Manager- Plant & Quality Control (QC), Farmer Producer Enterprise**

#### **About the Organization:**

Foundation for Development of Rural Value Chains (FDRVC.org) is a Joint Initiative of Ministry of Rural development and Tata Trusts set up as a not-for-profit company to support promotion of professionally managed and producer owned collective enterprises in select rural value chains in farm and non-farm sectors which are sustainable and profitable. FDRVC is managed by high quality seasoned professionals working from its head office in New Delhi and four regional offices.

#### **Brief About the Position**

Hadoti Mahila Kisan Producer Company Limited (Hadoti MKPCL), Kota-Baran (Rajasthan), a Producer Company being incubated by FDRVC and supported under National Rural Livelihoods Mission, is offering unique opportunities to those who have the passion to work with rural poor and willing take up the challenge to work for the small and marginal farmers. The Producer Company will be dealing in coriander, soybean and other agriculture produce involving procurement, processing and its bulk, retail packaging/consumer packs by investing in large scale processing units and marketing of the commodity and the value-added products. It is going to be working with a large farmer base and will have modern equipment for commodity handling and IT based business processes. FDRVC has been retained by Hadoti MKPCL to hire for the position of Assistant Manager (Plant & Quality Control).

#### **Role:**

The Assistant Plant Manager (Plant & Quality Control) would support Plant Manager in manufacturing and processing of value added products.

#### **Responsibilities:**

As the Assistant Manager of the processing unit, the person will be responsible for the following activities:

- Provide support Plant Manager in plant equipment supplier identification and management, installation, commissioning and process standardization of the plant
- Planning, organizing, directing, and controlling manufacturing operations through lean initiatives.
- Plan the activity schedule and ensure the execution as per the deadlines for production
- Reviewing and ensuring production as per the Planned versus Actual progress
- Schedule the daily activities in a manner that there would be a minimum wastage of time for the staff
- Liaising with all departments like - purchase, sales etc for achieving organization goals and targets
- Providing guidance and recommending improvements on manufacturing methods to reduce errors
- Accumulating and analyzing data related to capacity utilization of various machines, productivity, service levels of the plant, outgoing product's quality, and rejection trends
- Planning and effectuating maintenance plans for machines and equipment and ensuring execution of preventive maintenance schedules/shutdown maintenance to ensure trouble-free and seamless plant operations
- Support Plant Manager for efficient and effective day to day operations

- Ensure that complete production cycle takes place & all the food and quality standards are being maintained. The Plant Manager would also ensure compliance to quality systems in adherence to SOPs issued by the QA and QC department, maintaining requisite documents to ensure complete traceability in process quality and improvement in process capabilities. S/he would also ensure that health and safety regulations are met as per in compliance to Industrial Safety (HACCP) standards and work environment
- To approve or reject, as s/he sees fit, raw, packaging, intermediate, and finished bulk and retail materials and ensure the realization of all formalities related to Food Administration. (Regulatory Requirement)
- Administer Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), Good Laboratory Practices (GLP) programs & trainings
- To approve all Standard Testing Procedures (STPs) and Specifications
- To develop Quality Management System (QMS) documentations such as Quality Manual, Standard Operating Procedures (SOPs)
- Any other work as instructed by the Plant Manager and CEO of Producer Enterprise

#### **Qualifications Required**

- Graduate/Postgraduate in Engineering/ Food Technology/Dairy Technology

#### **Experience**

- Minimum 2-3 years of experience of working in a food processing plant/production facility is a must. Preference will be given to candidates having worked in the cereals, millets, pulses, and oilseeds sector.

**Desirable:** Fluency in English and Hindi would be preferred