

NUTRITION PRODUCTS LIMITED

JOB DESCRIPTION

Job Title: *Director, Production and Maintenance*

Classification: GMG/SEG 3

Reports To: Chief Executive Officer

Summary: The Production and Maintenance Manager monitors and coordinates all operations of the company as they relate to Production, Maintenance and Safety and Security.

Duties and

Responsibilities:

- Plan, direct and control all activities related to Production and Maintenance at the Kingston plant and the plants in St. Mary and Westmoreland.
- Lead the development and implementation of the Company's Operational Plan & Budget.
- Plan and monitor production schedules and product range for all three plants.
- Ensure that all plant equipment and machinery are in good working condition.
- Ensure that acceptable safety standards for all plants are maintained.
- Prepare and submit to the CEO, periodic performance reports and other specialized reports as required.
- Provide technical advice to department heads and other relevant personnel to assist in the preparation of their budgets.
- Participate in the development of the strategic direction of the Company.
- Travel on a monthly basis to rural locations to ensure production and maintenance systems are operating as required.

- Ensure, through the Safety Maintenance and Security Officer, that effective security arrangements are in place at all NPL locations
- Additional duties which may be assigned by the CEO

Minimum

Qualifications:

Degree in Engineering, Operational or Project Management or equivalent qualification

Minimum

Experience:

At least three (3) years' experience in a manufacturing environment, preferably in the food industry

This document is validated as an accurate and true description of the job as signified above.

..... Date

Chief Executive Officer

..... Date

Employee

Date Received in HR Department

Ratified By; _____
 Mr. Andrew Narine
 Chief Executive Officer Date: