

## Convenience Food Maker

- A Convenience Food Maker is responsible for production of processed food From food grains that require brief/minimum cooking.
- A Convenience Food Maker is responsible for producing Processed food through the process of cleaning, grinding, flaking, extruding and Blending.
- S/he is responsible for operating and maintaining process parameters Of all process machineries to produce convenience food.
- A Convenience Food Maker must have the ability to plan, Organize, prioritize, calculate and handle pressure. The individual must possess Reading, writing and communication skills. In addition, the individual must have Stamina and professional hygiene.

- **Key Terms**

1. CIP - Clean In Place
2. COP- Clean Out Of Place
3. ERP - Enterprise Resource Planning
4. FIFO- First In First Out
5. FEFO- First Expiry First Out
6. FSSAI- Food Safety and Standards Authority of India
7. GMP- Good Manufacturing Practice
8. GHP- Good Hygiene Practices
9. HACCP- Hazard Analysis and Critical Control Point

### **Prepare and maintain work area and process machineries for Production of convenience foods**

- **Prepare and maintain work area for production of convenience food.**
  1. Clean and maintain the cleanliness of the work area using approved sanitizers And keep it free from dust, waste, flies and pests
  2. Ensure that the work area is safe and hygienic for food processing
  3. Dispose waste materials as per defined SOPs and industry requirements
- **Prepare and maintain process machineries and tools for production of convenience food**
  1. Check the working and performance of all machineries and tools used for Production of convenience food such as de-stoner, pulverize, kneader, Mixer, roaster, dryer, oven, flaker, extruder, packaging machines etc.
  2. Clean machineries and tools used with recommended sanitizers following the SOP
  3. Place the necessary tools required for process
  4. Attend to the minor repairs/ faults of all machines, if required

- **Personal Attributes**

1. hygiene requirements and standards relevant to the food processing unit
2. standards and procedures followed in the organization for cleaning and Disinfecting equipment/ tools
3. job responsibilities/duties to maintain hygiene standards
4. dress code to be followed
5. whom to approach for support in order to obtain work related instructions,
6. clarifications and support
7. relevant people and their responsibilities within the work area
8. importance of following hygiene, safety and quality standards and the impact
9. Of not following the standards.

- **Technical Knowledge**

1. types of chemicals, materials and equipment required for the cleaning and Maintenance
2. cleaning process to disinfect equipment/ tools
3. supplier/manufacture's instructions related to cleaning and maintenance
4. knowledge of Food Safety Standards and Regulations (as per FSSAI)
5. knowledge of legal regulations pertaining to work place like health and safety, Recommended dosage for use of sanitizers, control of substances hazardous To health, handling/storage/ disposal/ cautions of use of sanitizers and Disinfectants, fire precautions, occurrences, hygiene practice, disposal of Waste, environmental protection, etc.

- **Decision Making**

1. analyses critical points in day to day tasks through experience and observation And identify control measures to solve the issue
2. handle issues in case the manager is not available (as per the authority matrix Defined by the organization)

- **Plan and Organize**

3. plan and organize the work order and jobs received
4. organize raw materials and packaging materials required for all products
5. plan and prioritize the work based on the instructions received
6. plan to utilize time and equipment's effectively
7. organize all process/ equipment manuals so as to access information easily
8. support the manager in scheduling tasks for helper(s)

- **Customer Centricity**

1. understand customer requirements and their priority and respond as per Their needs

- **Problem Solving**

1. support manager in solving problems by detailing out problems
2. discuss the possible solutions with the manager for problem solving

- **Analytical Thinking**

1. SB12. apply domain information about maintenance processes and technical Knowledge about tools and equipment

- **Critical Thinking**

2. use common sense and make judgments on day to day basis
3. use reasoning skills to identify and resolve basic problems
4. use intuition to detect any potential problems which could arise during Operations
5. use acquired knowledge of the process for identifying and handling issues

- **Carry out production of food products**

- **Prepare machineries for production**

1. check if all process machineries are clean and in good mechanical condition

Lubricate machineries for smooth operation

2. select and fit machine components such as sieves/screens, screws, dies, Blades and related attachments to meet operating requirements
3. start machines and ensure working and performance of required machineries

- **Receive and clean raw materials**

1. receive raw materials (cereals, pulses, flour, dairy items such as milk powder), Check weight and visually check for any impurities
2. assess raw material quality through physical parameters such as color, Appearance, odor, etc. and verify supplier quality report to ensure Standards and specifications
3. fix/change screens and set controls parameters of the cleaning machines
4. dump raw material into feed hopper of the cleaning machineries or cleaning Line conveyor to remove metal, dust, stone, foreign materials, etc.
5. start the cleaning machines, monitor cleaning process and adjust control if Required
6. transfer the cleaned raw materials to processing area or store it following Storage procedure until further processing
7. dispose waste following organization standards

- **Prepare raw material for production**

1. fix sieves in the sieving machine and transfer raw materials to obtain raw Material of required fineness
2. fix screens in the pulverize and set control parameters, feed raw material in Feed hopper, and push buttons to start machine to grind grains to required Fineness
3. set control parameters of roller mill, open chute to feed raw material into roller mill to remove bran and obtain grain of required fineness
4. set controls of drier, roaster, evaporator, etc. and feed raw materials into Machines for drying, roasting and evaporation to reduce moisture content Transfer measured quantity of raw material into trough, add measured Quantity of water and start mixer to mix to achieve required moisture content Transfer measured quantity of raw material, water, ingredients, and other Additives into dough kneader, set control parameters and prepare dough of Required consistency
5. check the quality of prepared raw materials and transfer to the production Area for preparing various convenience foods

- **Prepare convenience foods**

1. refer work order from the supervisor and refer process chart for products Produced
2. measure required quantity of raw materials, ingredients, additives, seasoning, Flavors, etc. and transfer into blending machine
3. set control parameters of blending machine and start machine to blend Ingredients to prepare convenience mixes such as breakfast cereals, breakfast Mixes, bakery mixes, sweet mixes, etc.
4. open valves to allow steam to cook grains, control temperature to cool grains,

- Monitor cooking and cooling operation
5. set controls of flake rollers and oven to flatten grains to produce breakfast Cereals
  6. measure prepared raw materials and transfer into the feed hopper of Extruder to prepare extruded products
  7. start extruder, feed ingredients and additives in required quantities and Sequence to produce extruded breakfast cereals of required shape
  8. monitor dials and gauges for temperature, pressure etc., of all process Equipment's, as applicable
  9. monitor blending, flaking, drying, extrusion operations, and adjust settings as Required to obtain products within the specifications
  10. stop machine, tilt or open chute or start conveyor to transfer produced Convenience mixes into container or to the feed hopper of packaging machine
  11. check the quality of finished products passing out of machines to ensure its Specification to organization and legal standards
  12. manually weigh the finished product(s), fill in the labelled packaging material And seal (or) start conveyor or manually transfer product(s) into packaging Machine
  13. load packaging materials and labels in packaging machine, set packing Quantity and labeling details, start machine to pack finished products Sample products produced from production line and packed product, and Transfer to quality lab for analysis
  14. place packed and labelled products in cartons and transfer to storage area And store maintaining storage conditions following SOP
  15. report discrepancies/concerns to department supervisor for immediate Action and implement the suggested corrective action
- **Carry out post production cleaning and regular maintenance of equipment's**
    1. clean the work area, equipment's and tools using recommended cleaning Agents and sanitizers
    2. attend minor repairs/faults (if any) of all components and machines
    3. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) Maintenance of all machines and equipment following the SOP or following Supplier's instructions/manuals
  - **Complete documentation and record keeping related to production of convenience foods**

This unit is about documenting and maintaining records of raw materials, process and Finished products related to production of convenience foods.

- **Document and maintain records of raw materials for production of convenience foods**

1. document and maintain record of details of raw materials and packaging Materials such as name of raw materials, type and variety, vendor/supplier Details, grown area, grown season, quantity, receiving date, supplier details, Receiving date/ date of manufacture, expiry date, supplier quality document, Quality parameters of all raw materials, internal quality analysis report, etc. as Per organization standards
  2. document and maintain record on observations (if any) related to raw Materials and packaging materials
  3. load the raw materials details in ERP for future reference
  4. verify the documents and track from finished product to raw materials, in Case of quality concerns and during quality management system audits
- **Document and maintain records of production schedule and process parameters for production of convenience foods**

1. document and maintain records of production plan with details such as Product details, production sequence, equipment's and machinery details, Efficiency and capacity utilization of equipment
2. document and maintain records of process details such as type of raw Material used, process parameters (temperature, time, pressure, etc. as Applicable) for entire production and packaging in process chart or Production log for all products produced
3. document and maintain records of batch size, production yield, wastage of Raw materials, energy utilization and final products produced
4. document and maintain record of observations (if any) or deviations related To process and production
5. load the production plan and process details in ERP for future reference
6. verify documents and track from finished product to process details and raw Materials, in case of quality concerns and for quality management system audits

- **Document and maintain records of finished products for production of convenience foods**

1. document and maintain records of the types of convenience foods produced Like breakfast cereals, breakfast mixes, bakery mixes etc.
2. document and maintain records of the finished products details such as batch Number, time of packing, date of manufacture, date of expiry, other label Details, primary, secondary and tertiary packaging materials for all finished Products, storage conditions, etc. as per organization standards.
3. document and maintain record of observations or deviations (if any) related To finished products.
4. Load the finished product details in ERP for future reference.
5. verify the documents and track from finished product to ingredients, in case Of quality concerns and for quality management system audits.

- **Ensure food safety, hygiene and sanitation for processing food Products**

Unit is about maintaining food safety, hygiene and sanitation in work area and Processing unit for processing food products

- **Perform safety and sanitation related functions**
  1. comply with food safety and hygiene procedures followed in the organization
  2. ensure personal hygiene by use of gloves, hairnets, masks, ear plugs, goggles, Shoes, etc.
  3. ensure hygienic production of food by inspecting raw materials, ingredients, Finished products, etc. for compliance to physical, chemical and Microbiological parameters.

4. pack products in appropriate packaging materials, label and store them in Designated area, free from pests, flies and infestations.
5. clean, maintain and monitor food processing equipment periodically, using it Only for the specified purpose.
6. use safety equipment such as fire extinguisher, first aid kit and eye-wash Station when required.
7. Follow housekeeping practices by having designated area for materials/tools.
8. Follow industry standards such as GMP and HACCP and product recall process.
9. attend training on hazard management to understand types of hazards such As physical, chemical and biological hazards and measures to control and Prevent them.
10. identify, document and report problems such as rodents and pests to Management.
11. conduct workplace checklist audits before and after work to ensure safety And hygiene.
12. document and maintain raw material, packaging material, process and Finished products for the credibility and effectiveness of the food safety Control system.

- **Apply food safety practices**

1. Determine the quality of food using criteria such as odor, appearance, taste. And best before date, and take immediate measures to prevent spoilage.
2. Store raw materials, finished products, allergens separately to prevent cross contamination.
3. Label raw materials and finished products and store them in designated.
4. Storage areas according to safe food practices.
5. Follow stock rotation based on FEFO/ FIFO.