



VACANCY

POSITION – HEAD OF INTAKE

LOCATION –SIMBA FARM, RUMURUTI

REPORTING TO

Pack house Manager

Company Profile

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are looking for a Head of Intake for our Veg Packhouse in our Simba Farm based in Rumuruti.

Job objective

As the Head of Intake, you will be responsible for ensuring that the vegetables are of good quality, QC assessed in the right sizes and of the right quantity. Also, you will ensure raw material utilization is always done correctly, keeping vigilance on the traceability of all the products from preparation to dispatch and the mass balance and traceability.

Your tasks and responsibilities

- Contact person for all correspondence from the intake area to the head office and other factory sites.
- Get involved in daily production planning, factoring in daily raw material predictions, opening stocks and projections.
- Maintaining a high level of hygiene within and around the intake area due to potential contamination at the intake areas.
- Planning of staff working in the intake area and making sure the intake team have access to necessary procedures, records and documents including raw material specifications.
- Attending and contributing to meetings with all staff as scheduled at appropriate intervals to communicate new specifications, changes to specifications and use of equipment to ensure high levels understanding in this critical area.
- Liasing with the farm production managers and the pack house manager to ensure correct volumes of quality product entering the pack house for processing, packing and inter-farm transfer.
- Maintain raw material traceability all through by ensuring proper tagging for every batch.
- Maintain FIFO system for all materials release from the cold room to production or dispatch as guided by stock rotation procedures.

- Managing all equipment and tools within the intake area to ensure optimal performance through scheduled maintenance, training of operators, verification checks and safe storage when not in use.
- Assisting in measuring the performance of the staff within this area based on appraisals and giving this information through departmental heads for review.
- Any other duty as administered to by the immediate supervisor or senior manager.

Your profile

- Diploma/degree in Horticulture or any Agricultural related field.
- Certification in Food Safety, HACCP (Hazard Analysis Critical Control Points), or related hygiene and safety protocols would be an added advantage.
- 2 years of direct hands-on experience in production intake, or supply chain management role, ideally within the agricultural, food processing, or manufacturing industries.
- Experience working in intake areas or raw material handling, particularly where hygiene and quality standards are critical.
- Proven experience in managing and coordinating staff, equipment, and raw material flow within a factory setting.
- Good command of the English language, both verbal and written.
- Proficiency in planning daily production based on raw material forecasts, opening stocks, and projected demand.
- Understanding of raw material flow, stock rotation (FIFO system), and traceability processes in a production environment.
- Excellent Leadership skills and management skills
- Analytical mindset, excellent interpersonal and communication skills and team player facilitating cross-functional collaboration.

We offer.

AAA growers have great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offer plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

Your application

Click here to apply: [job application \(aaagrowers.co.ke\)](https://www.aaagrowers.co.ke)

Deadline for Applications –31st October 2024