

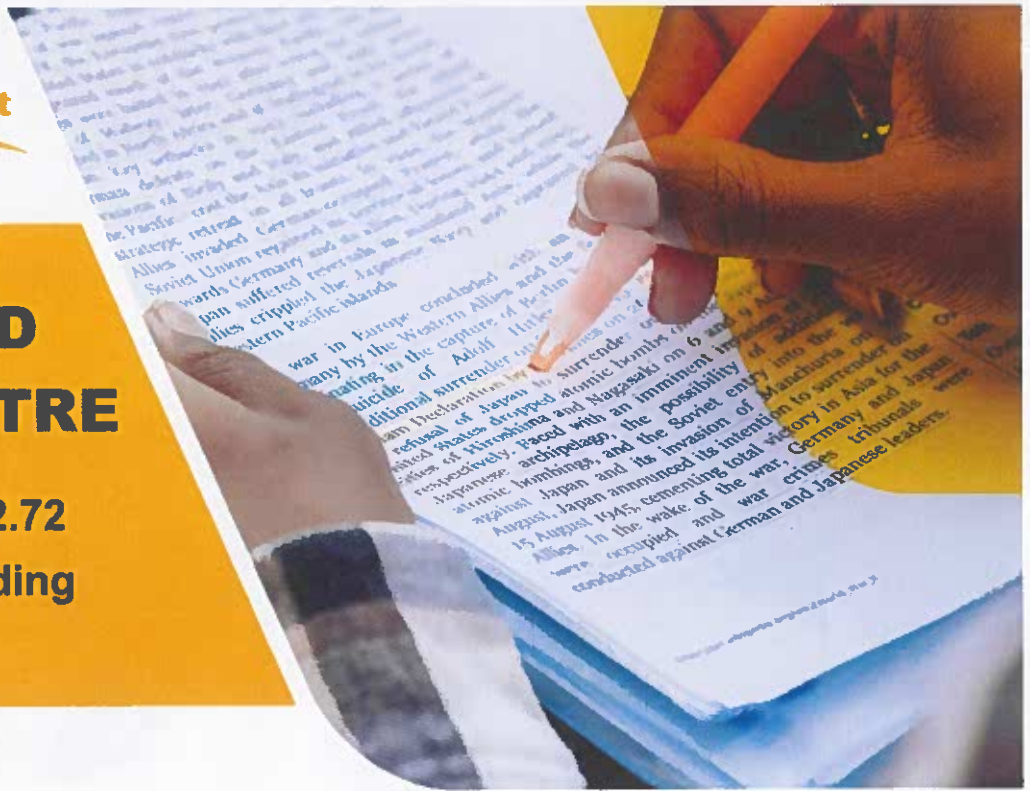


Joburg|Market

a world class African city

MANAGER FOOD SERVICES CENTRE

Salary: (T12/C4) R33 252.72 per month (Basic Excluding benefits)



JOB PURPOSE

- Provide leadership and direction in managing and expanding the Food Services Centre activities. Implement plans regarding community outreach programs
- Administer and oversee the Food Services Centre.
- Work extensively with Non-Governmental organizations in order to serve the public.

DUTIES AND RESPONSIBILITIES

- Manage and oversee activities in the Food Services Centre.
- Monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement.
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the organisations goals and objectives.
- Manage personnel, which includes work allocation, training and problem resolution, evaluates performance and makes recommendations for personnel actions, motivates employees to achieve peak productivity and performance.
- Represent the JFPM at stakeholder meetings.
- Facilitate process of sending thanks to donors of produce.
- Assist with the poverty alleviation initiatives undertaken by the marketing department of social development.
- Purchase stock on the JFPM trading floor as per client requirements.
- Raise and record invoices of purchase.
- Ensure accurate dispatch of orders.
- Receive and process orders for clients.
- Submit monthly reports as required.
- Manage and operate allocated budget.
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures.
- Perform miscellaneous job-related duties as assigned.

Handwritten signature and date: 13/08/2024



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City Deep, Johannesburg
South Africa



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QUALIFICATIONS

- Grade 12 / NQF Level 4.
- NQF level 7 qualification.
- 5 years relevant experience in fresh produce industry specifically in stock control.

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment.

Email to: MFSC@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

NO APPLICATION FORMS MUST BE COMPLETED

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.

The closing date is 27th August 2024 at 12:00 pm.

alica@joburgmarket.co.za
13/08/2024

[Signature]
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