

# TOOL KIT 6

## MANAGING EMPLOYEES AND EQUIPMENT



Kenya Agribusiness  
and Agroindustry  
Alliance

*Transforming Kenya's Agribusiness*

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# Managing Employees and Equipment

- Ensure that the labor hired/employed for the task is aptly competent and gives value for work at any given time.
- Strictly observe professional recruitment avoid friendly/personal relationships in operating the enterprise as they would compromise the proper functioning. If friendly/personal employees are hired, then they should as well meet the minimum competency and delivery standards in place.
- Always ensure that the staff in occupying the agro-processing workspace are properly suited in the right attire for conformity to food safety and hygiene. Other personal hygiene measures should be a norm to the staff and should be accepted as a minimum standard by every staff. For example, the figure below illustrates the bare minimum extent of hygiene every staff handling food processing should always observe.
- Ensure that machinery is properly maintained so that it operates at the designed throughput and prevents breakdowns and downtime.
- To ensure that the human resource delivers value for money, the firm should ensure that it minimizes the idle time that could possibly be generated by any worker.
- To assess whether productivity improvements have taken place, it is necessary to keep records that include amounts of materials, labor etc. used in the production process. This information can then be used to calculate the amount of packaging, labor and energy per kg or unit of product. Results need to be compared to data calculated before productivity improvements were introduced.
- Poorly maintained machines are a potential hazard to operators, result to sub-standard products and can also contaminate products with metal or foreign fragments. Proper maintenance ensures that machinery operates correctly, safely as well as prolonging the machinery's life, effectively reducing capital and operating expenditure.
- Processors should monitor the equipment, and as their experience of the rate of failure accumulates, they should service the machine before a replacement part is needed.
- Arrangements can be made with a local mechanic to repair equipment as a priority to minimize disruptions to operation.

## FOOD SAFETY

# Personal Hygiene



SAFE FOOD MAKES HAPPY CUSTOMERS