



Food Manufacture

Personnel Department

Lesson 1

Understand the important role of the personnel department in food manufacture and the diversity of responsibility involved.





Learning Objectives

- Recognise the role of recruitment and selection in the personnel department
- Identify employee benefits
- Describe the process of job role evaluation
- Understand the importance of training employees and recording training





Learning Objectives

- Define compliance in the personnel department
- Summarise the return to work procedure
- Describe the grievance, disciplinary, appeals and termination procedures





Learning Objectives

- Explain the importance of personnel documentation
- Recognise the importance of documentation and information security
- State the role of payroll within the personnel department





The term personnel department also known as Human Resources (HR) department refers to the function of the organisation that is responsible for the management and motivation of people in the workplace.





The personnel department serves as the connection between employees and managers.





The personnel department steps in when management cannot resolve disputes in the workplace.





The personnel department find the right people for open job positions. This is done by:

- Placing employment advertisements
- Screens and interviews applicants
- Runs background checks
- Selects or recommends workers for positions





The department carefully observes the nature of the open position and chooses the most experienced and qualified candidate.





Food factories sometimes use agency staff alongside factory employed staff. This can help when food order quantities increase and decrease regularly. The agency staff are only utilised when needed.





Once an employee is hired personnel will issue the employee with an Employee Handbook.

This will be read by the employee and then signed and dated to show understanding of what is expected of them.





The employee handbook will contain:

- Company history, mission statement, vision and goals
- Company core values and culture
- Human resources and legal information related to employment
- Important company policies and procedures
- Employee benefits and perks



Personnel will require all new employees personal information during recruitment to register their details onto the company system. This will include:

- Full name
- I.D
- Current address
- National insurance number
- Full bank details, for wages





All employees must have a personal file in a lockable cupboard or room.

No file can be accessed without authorised permission from the personnel department. This is to comply with the data protection law.





Revision Activity 1

How do personnel find
the right people for open
job positions?