|  |
| --- |
| **JOB TITLE**: **Development Assistant**  |
| **JOB PURPOSE:** To assist in the Development Kitchen on a daily basis to help maintain the smooth running of all Kitchen activity, within the development gated process.  |
| **DEPARTMENT:** Commercial **REPORTS TO:** Development Chef / Product Developer **WORKING HOURS:** 40 Hours per Week  | **CORE BEHAVIOURS & RATING:*** Pace and productivity
* Resilience
* Honesty, integrity & authenticity
* Passion and drive
* Attention to detail
* Time management and prioritisation
* Creative and solutions focussed
 | **KEY RELATIONSHIPS:****Internal*** Development Chef
* Product Development Team
* Process Development Team
* Operations Team by Site
* Customer Business Units

**External*** Suppliers
* Courier Company
 | **INPUTS/OUTPUTS:*** Courier management
* Stock control and rotation
* Kitchen samples
* P74 Recipe Management System
* Submission forms and customer presentations
* Theoretical nutritionals
 |
| **PRINCIPLE RESPONSIBILITIES:*** Production of high-quality kitchen samples, within current or future factory capability to delight NWF new and existing customers
* Co-ordinate, order, chase and collect raw materials and packaging ready for samples and ensure appropriate stock rotation
* Shop for benchmark products, samples, launches and replenishment of kitchen supplies
* Manage courier bookings, mitigate additional spend by consolidating deliveries where possible. Track spend by period and share with Line Manager on quarterly basis.
* Carry out organoleptic shelf-life trials on samples developed and submitted to customers, as part of the development process
* Update and maintain Point 74 recipe management system
* Support the NPD team in preparation of customer presentation paperwork, theoretical nutritionals, ingredient declarations, photos etc.
* Support with internal and external customer meetings, ensuring Feasibility and Handover meetings are thorough and effective
* Support the Development Team to provide Lunches and Showcases for key customers and suppliers visiting NWF
* Support the Development Chef to deliver internal Masterclasses and Culinary Training, to aid the continuous improvement and upskilling of the department
* Support the Development team to build product propositions in line with customer briefs, ensuring adherence to customer specific technical and sourcing policies
* Follow safe ways of working and site procedures, reporting near misses and any accidents or incidents when they occur
 |
| **PERSON SPECIFICATION:*** Proven ability to build and maintain effective relationships
* Proactive and able to use own initiative
* Basic culinary and food hygiene skills
* Good communication skills both written and oral
* Organised, with the ability to plan multiple tasks
* Driving Licence
* Proficient in the use of Microsoft Office
* HND / Degree level education (desirable)
 | **KEY ACCOUNTABILITIES:*** Support the creation of profitable NPD
* Continuous improvement to ways of working
* Continuous improvement within P74
* Ingredient and packaging stock control and rotation
* Sample shopping
* Courier management
* Sample preparation, labelling and photography
* Customer lunches
 |

Contact Details below: -

Park Farm, Chichester Road, Selsey, West Sussex, PO20 9HP

DDI: Telephone: +44(0)1243 603111 Mobile: +447583083061 Facsimile: +44(0)1243 605777

www.natureswayfoods.com