|  |  |  |  |
| --- | --- | --- | --- |
| **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