

## JOB DESCRIPTION

<i>Job Title:</i> <b>Food Technologist</b>	<i>Name of Job Holder:</i>	<i>Reporting to:</i> <b>Factory Technical Manager</b>	
<i>Employing Entity:</i>	<i>Department:</i> <b>Technical</b>	<i>Location</i>	<i>Date</i>

### **Purpose of the Position:**

To support the Technical Manager to ensure that the company meet all current legislation and customer requirements through the management of the internal audits programme, maintenance of product specifications across all customers and ensuring day to day compliance of product manufacture and process documentation against these specifications.

### **Key Activities & Responsibilities:**

- 1) To ensure that daily factory process paperwork is collated and reviewed. To assist in the resolution of day to day quality or product / process compliance issues in conjunction with the Operations teams.
- 2) To manage and conduct company unit Good Manufacturing Practice, fabrication and Quality System internal audits against defined schedules, agreeing and ensuring the implementation of preventative and corrective actions from non-conformances identified with Management team and relevant departments within agreed timescales.
- 3) To conduct audits of company unit HACCP, process and technical procedural documentation, agreeing and ensuring the implementation of preventative and corrective actions from non-conformances identified with Management team and relevant departments within agreed timescales.
- 4) To compile all company customer product specifications (in the format required by the customer or on their internet based systems), and related internal manufacturing specifications, reviewing and updating them as required.
- 5) To ensure raw material specifications are available for all components and packaging used or being trialled on site and that supplier files are kept up to date with the relevant accreditation certificates and questionnaires.
- 6) To log, investigate and follow up on all customer complaints and resolve internally/externally as required.
- 7) Attend all factory trials, ensure all documentation is captured, ensuring that trial samples are sent for microbiological shelf life testing and the organoleptic assessment of products is completed throughout life. For product launches, ensuring factory recipes, key cards and other relevant documentation is available.
- 8) To assist the TM in the preparation for and participation in all audits and visitors attending site, to ensure their smooth running and satisfactory outcome.
- 9) In accordance with site schedules, to ensure the completion of environmental and listeria swabs, water samples, shelf life verification, air- plates and EOL analysis to be completed. Results to be reviewed and any relevant retests actioned and corrective action plans put in place.
- 10) To ensure all equipment requiring calibration is sent in a timely manner to maintain the site calibration matrix.

11) In accordance with site schedules, to ensure that Technical KPI's are collated and issued.

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**Management Responsibilities (Direct & Indirect):**

Reporting to company Technical Manager

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**Key Attributes:**

- Food Science / Technology (or related discipline) qualification to degree level (or equivalent)
- 1 – 2 years technical experience working for a chilled food manufacturer
- Experience of microbiological schedules and results interpretation
- Knowledge of relevant food safety legislation, HACCP and the current BRC quality standard
- Intermediate Food Hygiene qualification would be desirable
- Formal qualification in HACCP to Level 3 would be desirable
- Demonstrable experience in conduct and management of Internal Audits is a requirement. Formal qualification in Internal Auditing would be desirable
- Excellent written and verbal communication skills, accurate and precise with demonstrable attention to detail.
- IT Literate in Microsoft applications.
- A strong self-starter, self-motivated with a flexible and adaptable working approach

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**Major Contacts:**

**Internal**

Group Technical Team  
Sales Department  
Procurement Department  
Operations Department

**External**

Customers  
Suppliers  
External contractors (primarily laboratory)

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**Note:**

This description is based on the company's assessment of the requirements and functions of the job as of the date the description was prepared. It is a general guideline for both managers and employees but it does not claim to be an exhaustive list of all aspects of the job. The company reserves the right to modify the description at any time, or to vary the duties and responsibilities of the job on either a temporary or indefinite basis to meet the requirements of the company's business.

The company is an Equal Opportunities employer and values diversity.