

Job description

Job Title: Specification Technologist	Department:
Reports to: Process Development Manager	
Deputy: Process Development Manager	

Prime Job purpose:
To generate and maintain accurate finished product specifications for all customers and own brand products and manage the specification process, including maintenance of the recipe Management Systems.
Person Specification :
<ul style="list-style-type: none">• Computer and keyboard skills necessary to use relevant applications and generate accurate and timely information.• Knowledge of food processing and legislation to produce information which complies with legal and customer requirements.• Experience of Specification generation and Recipe Management Systems.• Food technology or food related qualification (HND/UFD).• Food Technology or food related qualification (BSc)• Experience of producing specifications for major supermarkets
'Main' Responsibilities:
<ul style="list-style-type: none">• To ensure adherence to relevant Health & safety/Food Hygiene legislation.• Ensure finished product specifications are generated in approved customer formats for all customers and own brand products to agreed timescales.• Ensure finished product specifications are carried out when informed by relevant departments of such amendments.• Review and maintain Customer Specifications Manuals of signed Specifications.• Generate and amend where necessary, packaging information, which complies with legal and customer requirements including guidance, notes for photographs on packaging.• Maintain and update Creations Recipe Management systems in accordance with specifications progress.• Liaise with raw materials suppliers to gather required / missing information.• Ensure adherence to relevant Health and Safety / food Safety legislations.• Maintain and develop excellent relationships with internal persons and departments within S&A Foods and external persons including Technical Directors / Managers.• Communicate with colleagues and Manager

Declaration: I have read and understood the requirements of my role.	
Name:	Department/Shift:
Signature:	Date:

This Job Profile describes the competencies and the main tasks and responsibilities of the named Job. It is not intended to be an exhaustive list of the duties and actions necessary to perform the job. If you are unclear about the scope and/or detail of this job, you should ask your Manager or the HR Department for the essential clarification before operating in the role.