

JOB DESCRIPTION

Post:	Technical Practitioner – Food Innovation
Responsible To:	Group Head of Business Innovation
Summary of Post:	To provide technical support to staff, businesses, and students to ensure the Innovation Kitchen operates smoothly and is used safely

Specific Duties:

1. To assist small businesses using our kitchen space by showing them around the facility and explaining the benefits and proper operation of our specialist equipment.
2. To answer customer inquiries, enter information into the customer management system, and support the Technical Consultant – Food Innovation with administrative tasks.
3. To help the Technical Consultant with day-to-day quality, maintenance and administrative checks to ensure the smooth running of our Innovation Kitchen.
4. To perform quality checks and inspections on raw materials, ingredients, and finished products to ensure they meet required specifications and standards.
5. To assist customers in maintaining detailed records of production activities, volumes, and quality control measures for reporting and analysis.
6. To ensure the kitchen facility is organised and maintained before and after use by kitchen users. Maintain a neat, safe, and orderly work environment, including setting up tools and equipment.
7. To use knowledge of commercial kitchen equipment to identify and respond to kitchen users' needs, troubleshoot issues to minimise downtime, and enhance productivity.
8. To perform periodic inspections and maintenance procedures to prevent equipment breakdowns and extend equipment lifespan.

9. To follow strict hygiene and safety protocols to prevent contamination and ensure compliance with food safety regulations.
10. To keep accurate inventory records of equipment, parts, and supplies to ensure efficient use of resources and timely ordering of necessary components.
11. To unlock the kitchen and lock up the kitchen as required.
12. To ensure that businesses have properly cleaned the kitchen in line with our sanitation policy at the end of each use.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	A flexible approach to work		✓	4
2.	Competent in IT skills	✓	✓	4
3.	Good administrative and organisation skills	✓	✓	6
4.	Ability to act on own initiative		✓	4
5.	Good communication and interpersonal skills both verbal and written	✓	✓	4
6.	Can work safely with industrial food production equipment	✓	✓	6
7.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Evidence of successful experience of supporting customers, businesses or other stakeholders	✓	✓	6
2.	Relevant practical industrial experience in Food Production or related production environment	✓	✓	4
3.	Successful engagement with stakeholders e.g. employers	✓		4
4.	Be able to work under pressure in order to meet deadlines and targets	✓	✓	4
5.	Evidence of CPD in relevant area	✓		4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Qualified to NVQ 3 or equivalent in a relevant area	✓		2
4.	Health & Safety qualification related to relevant area of work or equivalent	✓		2

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.