

Job Description

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| Job title | Product Development Chef |
| School / department | London College of Hospitality Tourism and Food Studies |
| Grade | Grade 5 |
| Line manager | Dean, LGCHT |
| Responsible for (direct reports) | TBC |
| Date of creation or review | 06/05/2021 |

Main purpose of the job

A short summary of the role

To provide expertise that will support businesses in the Food & Beverage Sector to enhance their product lines through the creative development, scientific testing and sensory evaluation of innovative F&B concepts, recipes and production methods.

Key areas of responsibility

Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

- Product Development: responsible for developing/redeveloping new and existing products in line with the project requirements and relevant customer briefs
- Facilitate the testing carried out in the Food Innovation Centre
- Oversee sensory evaluation of new products.
- Provide data analysis and generate reports related with product development and testing
- Ensure that all work is completed efficiently, in a responsible manner, and in strict compliance with the relevant Standard Test Methods
- Ensure product costings 'to target' and understand the business implications from a commercial as well as a manufacturing point of view
- Deliver a clear and easy recipe data base for all NPD recipes.
- Create food-safe cooking instructions for each recipe developed and ensure the development process paperwork is completed correctly and to audit standard, and in a timely fashion
- Adhere to current Food Hygiene and Health and Safety legislation
- Maintain a high standard of cleanliness within the Food Innovation Centre
- Carry out basic equipment maintenance, including cleaning and calibration.
- Keep up to date with industrial trends and practices
- Support presentations, detailing recipes, commercials and demonstrate a passion for food

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Organisational chart or some further information about the School/College/department.

Person Specification

| | Criteria | Essential or Desirable ¹ | Demonstrated ² | | |
|---|--|-------------------------------------|---------------------------|-----------|-----------------|
| | | | Application | Interview | Test / Exercise |
| Qualifications and/or membership of prof. bodies This section reflects the appropriate level of expertise required by the role. | Degree in professional cookery, culinary arts, food product management, food technology or related field or equivalent experience | Essential | X | X | |
| | Intermediate Food Hygiene | Essential | X | X | |
| | Certificate or Level 3 in Food Safety | Essential | X | X | |
| | Food Science Qualification Advanced Food Hygiene Certificate or Level 4 Food Safety | Desirable | X | X | |
| Knowledge and experience This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description. | Extensive experience of working in a commercial food product development or food innovation role | Essential | X | X | |
| | Experience in new product development in a food or beverage sector | Essential | X | X | |
| | An understanding/ experience of NPD within food manufacturing | Essential | X | X | |
| | Experience of working within a fast-paced environment and delivering numerous NPD projects which have different demands, objectives and timescales | Essential | X | X | |
| | Experience of food testing | Desirable | X | X | |
| Specific skills to the job This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job. | Excellent culinary skills | Essential | X | X | |
| | Experience of working on many different NPD projects at once which have different demands, timescales and objectives | Essential | X | X | |
| | Awareness of consumer trends in food retail and exciting new developments in food production (materials, ingredients, processes) | Essential | X | X | |

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| | Ability to demonstrate innovation and creativity | Essential | x | x | x |
| | Creative and innovative thinking with a good understanding of ingredients, nutrition and sensory analysis | Essential | x | X | |
| | Ability to work independently and ensure tasks are completed, but also as a member of a team | Essential | x | x | |
| | A passionate foodie, with an exceptional palate and understanding of different flavour profiles | Essential | x | x | |
| | Technical skills relating to food testing | Desirable | x | x | |
| General skills <small>This section identifies transferable skills that you use for almost every job.</small> | Excellent communication skills both written and oral | Essential | x | x | |
| | Leadership skills | Essential | x | x | |
| | IT literate on all Microsoft packages and Google Docs | Essential | x | x | |
| Other <small>This section should be used to make candidates aware of any special circumstances pertaining to the post.</small> | Able to work under pressure | Essential | x | x | |
| | Able to meet deadlines | Essential | x | x | |
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Disclosure and Barring Scheme Is a DBS Check required: ☐ DBS ☒ This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.