

Name:

Department: Consumer and Sensory Science

Section: Analysis & Testing Consumer

Grade: G2

Job Title: Home Economist

Immediate Line Manager: Consumer Project Manager

Job Purpose

One of a team of Home Economists, who use their consumer knowledge to assess, score and report upon a wide variety of food and drink products, on behalf member and non-member clients and provide a supporting role to the Consumer Test Manager

Main Duties (including % of time spent)

- To partake as a food assessor in Product benchmarking and other sensory evaluations or consumer research across the other sections - (40%)
- To prepare client reports, detailing the evaluation of samples with specific attention to suggested improvements, comparison data and market positioning – (40%)
- To contribute to data collection, preparation and co-ordination of sampling sessions- (5%)
- To conduct desk research through trade consumer magazines, maintaining sound market place Knowledge – (5%)
- To support existing business from major clients and accommodate growing volume of business from new clients – (5%)
- Maintain New Product database – (5%)
- To assist in the organisation of seminars and conferences including the preparation and delivery of presentations at both internal and external events for food industry clients- (As and when required)

Knowledge, Skills & Experience

- Educated in a food or related consumer or sensory topic to degree level or equivalent, plus relevant experience in a retail, industrial or catering background
- A keen passion for analysis and preparing all food types and an interest in trying new and novel food products
- A good understanding of the current food market and an up to date knowledge of the latest food trends
- Holder of a Basic Food hygiene certificate
- Has a good command of the English language - grammatically correct and able to use a wide and varied selection of descriptive vocabulary in client reports
- A clean driving licence

KEY TASKS & RESPONSIBILITIES

1. Communications

- Working as part of the product assessment team, and actively listens and communicates with all members
- Produces clear, concise and grammatically correct written client reports, from the assessment notes, which reflect accurately the product evaluation and score made by the assessors
- Delivers short formal presentations or training courses confidently and coherently

- Assists with new and existing client queries professionally and efficiently, ensuring accurate records of contact and business details are taken
- Able to give and follow bespoke client instructions on product preparation and sampling routines

2. Analytical Skills & Creativity

- Undertakes thorough and comprehensive product evaluations, from a Consumer perspective, utilising previous culinary experience and expertise and makes sound judgement
- Uses a wide vocabulary of descriptive words and terms to accurately describe food and drink products
- Take an active part in the scheduling of product assessments to ensure runs smoothly and efficiently

3. Management of Activities

- Undertake and maintain high standards of housekeeping and hygiene in kitchen and test facilities
- Take responsibility to ensure that, prior to use, all sample and test items conform to descriptions provided and are fit for purpose. Further that sample and test items are handled and stored such that their integrity/characteristics are preserved and to prevent any contamination or cross contamination.
- Ensure all products are appropriately labelled, with direct traceability of all test items, samples, sub-samples, batch divisions and extracts, to enable unambiguous identification and correlation of items to each other, projects and records as necessary.
- Maintaining traceability for items generated and/or transferred within or between areas or departments
- Continually conduct desk based and retail research to ensure an up to date understanding of the current market place and associated trends
- Proactively review current practices, policies and methods and suggest new and improved ways of working

4. Management of People

- Divisional Director – Head of Department – Section Manager – Consumer Test Manager - JOB HOLDER
- As a team member not directly responsible for any people
- To act as a mentor/buddy to new members of staff, ensuring that they settle and familiarise themselves with the office and work environment and act as deputy in line Manager's absence
- As and when needed take charge of work experience students, making all necessary arrangements and plans

5. Management of Finance & Resources

- Actively take an interest in the recovery rates of the various section projects and strive to attain above average section targets

6. Autonomy & Accountability

- Takes full accountability for decisions made by self and others on the assessing team, strictly following the respective methods and procedures of the section

7. Working Environment

- Works within a relaxed and informal sensory assessment room, which closely replicates the home eating environment of a typical consumer
- Takes care and adheres to safe working practices when lifting and moving samples around

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator
Safety Co-ordinator

First Aider
First Aid Leader
Fire Officer
Fire Leader
Software Co-ordinator
Trained internal Auditor
Equipment Officer
Departmental Archivist
Hygiene Manager
Process Hall Manager
Event Director
Risk Assessor
Biological Safety Officer
Safety Representative
Safety Committee Member
Sample Receipt Steward
Authorised Driver (in line with Car Policy)

DSE User

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date