

Name:

Department (and Section where appropriate): Consumer and Sensory Sciences (Sensory Analysis & Testing Section)

Grade: G1

Job Title: Sensory Technician

Immediate Line Manager (Job Title): Natalie Jinks (Sensory Projects Manager)

Job Purpose

To provide technical and administrative support for the acquisition, preparation and presentation of sensory test samples to facilitate the efficient execution of sensory projects within the sensory analysis and testing section (to include discrimination, descriptive and quality projects).

Main Duties (including % of time spent)

- To provide technical support for all applicable training, research and contract work within the sensory section (to include discrimination, descriptive and quality projects) including sample procurement, preparation, cooking and presentation (40%)
- Provide project administration support to project managers; sample receipt, test data input, data collation, electronic archiving etc. (20%)
- Ensure the Test Equipment Calibration Schedule is completed, and accurate/traceable calibration records maintained (15%)
- Maintain the sensory test kitchen and laboratory facilities and equipment to the highest possible standard of hygiene and cleanliness (10%)
- Preparation of samples for panel, internal/external training courses etc. (5%)
- To perform other duties in relation to other sections/departments which may be required (10%)

Knowledge, Skills & Experience

- Good general standard of education preferably A level standard or above
- Food related background with experience in a laboratory or technical role desirable
- Practical, methodical and well organised
- Good standard of computer literacy (Microsoft Office)
- Ability to become proficient in the use of specialist sensory software
- Good communication skills, both verbal and written
- Ability to work within a team or independently (using own initiative) as required
- Basic Food Hygiene certificate essential
- Flexible; willing to work additional hours or at alternative sites as required
- Full clean driving licence

KEY TASKS & RESPONSIBILITIES

1. Communications

- Ability to follow protocols/procedures accurately and carry out instructions issued by line manager (and other project managers as required)
- Ability to maintain and record test equipment calibration records accurately and electronically

2. Analytical Skills & Creativity

- Monitor, control and record equipment and environmental conditions required by methods/instructions or affecting performance of test and calibration
- Ability to input test data and contribute to technical reports as required

<p>3. <u>Management of Activities</u></p> <ul style="list-style-type: none"> • Responsibility for the safe and efficient preparation of food and beverage samples according to client and project manager instructions for all sensory panels/projects
<p>4. <u>Management of People</u></p> <p>Head of Department - Sensory A & T Section Manager – Sensory Projects Manager – JOB HOLDER</p> <ul style="list-style-type: none"> • Not Applicable
<p>5. <u>Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • Not Applicable
<p>6. <u>Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Working principally under the supervision of the Sensory Projects Manager • To conduct work following specific instructions, complying with all relevant policies, rules, methods, procedures and/or in accordance with specific and agreed projects, study or work plans
<p>7. <u>Working Environment</u></p> <ul style="list-style-type: none"> • Primarily based at the Chipping Campden site (may be occasional requirement work to procure samples or work off site; Leamington etc.) • Work within controlled conditions of the specialised sensory laboratories
<p>8. <u>Other designated job roles</u> (Please tick those applicable)</p> <p>Technical Panel Secretary Quality Co-ordinator Safety Co-ordinator First Aider First Aid Leader Fire Officer Fire Leader Out of Hours Service 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) ✓</p>

DSE User

Manual Handler ✓

Signed & Dated

Job Holder Date

Line Manager Date