



## Creating smiles through food, farming and family

### Job Description

<b>Job Details</b>	
<b>Job Title</b>	<b>Cheesemaker</b>
<b>Department</b>	<b>Dairy</b>
<b>Reports to</b>	<b>The Owner</b>
<b>Date</b>	<b>June 2022</b>
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>• Responsible for Dairy production and quality control including the maintenance of records and related paperwork</li> <li>• Ensuring compliance with all relevant standards including food hygiene (including HACCP), SALSA, environmental health, health and safety and any other audits and accreditations</li> <li>• Responsible for leading and developing the Dairy production team (currently one part time member of staff)</li> <li>• Delivering cheesemaking experiences and acting in the best interests of the Fielding Cottage brand at all times.</li> </ul>	
<b>Key responsibilities</b>	
<ul style="list-style-type: none"> <li>• Manage milk transfer, pasteurisation and production of cheeses and any future Dairy products in accordance with food safety requirements</li> <li>• Ensuring optimum Dairy and fridge conditions, temperatures, airflow and cleanliness</li> <li>• Receiving, processing and dispatching orders,</li> <li>• Cleaning and maintaining hygiene standards in the Dairy including all equipment</li> <li>• Execution of Dairy maintenance plan</li> <li>• Assist with ongoing HACCP development, SALSA and other 3<sup>rd</sup> party audits and accreditations</li> <li>• Monitoring and ordering of stock and consumables</li> <li>• Production of reports</li> <li>• Relationships with retailers, wholesalers, distributors and suppliers</li> <li>• Delivering tastings in retail environments</li> <li>• Record keeping</li> <li>• Assisting with the development, implementation and updating of policies and procedures for all aspects of Dairy production</li> <li>• Running cheese making experiences for customers</li> <li>• Problem solving and overseeing the resolution of any quality control issues</li> <li>• Responsible for the recruitment and induction of any new team members</li> <li>• Assisting with new product development</li> <li>• Setting an example to the team and customers, living the values (see below) and bringing the brand alive</li> <li>• To be an ambassador for the Fielding Cottage cheese business</li> <li>• Entering industry awards and representing the business at shows and awards ceremonies as required</li> <li>• Help out in other areas of the farm &amp; farm shop business as required</li> </ul>	

**Knowledge, Skills, Qualifications and Experience**

- Previous experience of working in food production is highly desirable. environment
- Comprehensive knowledge and experience of the relevant regulations around food safety, HACCP, SALSA and H&S within the food production environment is highly desirable
- A passion for local, artisan food (and preferably cheese), is essential
- Level 2 Food Hygiene certificate is desirable
- Level 2 Health and Safety qualification is desirable
- Up to date First Aid qualification is desirable
- Experience of manual handling is an advantage
- Line management experience is desirable
- Very good numeracy and literacy skills, ability to precisely follow a recipe
- High standard of data inputting accuracy
- IT confident

**Behavioural Competencies**

- Happy to work independently for a significant amount of time
- Exceptional cleanliness and personal hygiene standards
- Exceptional attention to detail
- Excellent communication skills
- Highly organised, thorough and methodical
- Self-motivated and adaptable
- Problem solver, able to think on your feet
- Flexible, adaptable, can-do attitude
- Interested in continuous improvement
- Trustworthy
- Ability to both manage a team and work as part of a wider team
- Working within Fielding Cottage’s Values (see below), Procedures & Policies

**Other**

**Please note: This job requires stamina for hard work, extended periods of standing, bending, squatting and ability to lift 25kg. The position will spend a significant amount of time working independently.**

The above are the principle tasks and responsibilities of the post at the present time. However, this is not an exhaustive list and other duties may be required now or at a future date in order to comply with the operational demands of the business. In addition it is expected that the job holder will undertake any reasonable additional tasks within the scope of the post as requested by their Line Manager.

**Job Description Agreement**

Team Member Name:

Team Member signature:

Line Manager signature:

Date:

Date:



## **Our Values**

**We are;**

### **PASSIONATE**

We are a fun place to work and to visit.

We love what we do and try to bring our A game every day.

We believe it is better to have tried and failed than not to have tried.

### **PEOPLE FOCUSED**

We care about our team, our customers and our suppliers

We make time for our people.

We are collaborative, supportive and work as a team

### **AMBITIOUS**

We are agile, brave and always looking for new ways to create smiles.

We strive to be the best that we can be whilst remaining humble and eager to learn.

We are not afraid to make mistakes.

### **HONEST**

We act with integrity, always seeking to do the right thing.

We respect the countryside and our network of people and businesses.

We are kind, honest and consistent.