

# **Job description and person specification**

## **Food Production Assistant**

**Botton Village,  
Near Danby,  
North Yorkshire**

**Job title:** Food Production Assistant

**Location:** Botton Village, Near Danby, North Yorkshire.

**Purpose:** To help our Food Production Manager and team to make great products from our organic fruit, vegetables and milk.

**Salary:** £12.24 per hour

**Hours:** 22.5 - 37.5 hours per week. Part time, full time and job shares considered for the correct candidate(s).

**Do you have experience in making jams, chutneys, pickles, juices and baking?**

**Are you passionate about food and excited to influence and create our product range?**

We have an opening for you to join us as a Food Production Assistant at Botton Village near Danby, North Yorkshire. If the following appeals, we'd love to hear from you.

- You'll be able to act quickly and responsively at key points of the production process.
- You'll have a keen interest in food and be full of ideas, as the role has the opportunity to influence and create our product range
- You'll have a can-do attitude and be able to think through processes in a logical order.
- You'll enjoy working in a team but be confident in taking on personal responsibilities.
- You'll have a pragmatic approach to problem solving.
- You'll enjoy working in a small, close team and enjoy the support element of the environment.
- You may even have a passion for the countryside and a rural setting: Botton Village is set in a beautiful valley, on over 1,000 acres.
- You'll have a kind a considerate manner as the role is based in Botton Village which is home to many people we support who have learning disabilities.



**What are the main responsibilities of this role?**

- To execute all products as per company specifications and overseeing machinery used in the production of our range of condiments, juices and preserves.
- To execute all food preparation in a timely and professional manner.
- Testing of products at all stages of the production process: a high level of accuracy and attention to detail is required at all stages.
- There is much manual work involved: lifting equipment and ingredients, bottling and jarring, moving batches around, lifting on to shelves and packing for dispatch to name a few.
- To ensure that all ingredients are prepared, weighed and measured ready for production.



- Be responsible for meeting all time sensitive activities.
- To ensure cleaning rotas are adhered to at all times.
- To adhere to the organic standards as set out by the BDA.
- Be part of the team responsible for keep the building clean.
- You'll ensure that all work carried out is in accordance with training and supervision you receive and in accordance with the requirements of the Health & Safety at Work Act and Camphill Village Trust's Risk Assessments.
- To complete all tasks efficiently within the timeframe given.

### Role requirements:

- Experience of production of making jams, chutneys, pickles, juices and baking to a commercial standard.
- You'll have experience of using raw produce to create outstanding condiments, juices and preserves.
- Good level of standard education.
- Practical, logical nature and experience of working with machinery, ideally in a food production environment.
- An understanding of HACCP procedures and Food Safety.
- You will probably find it easier if you have your own transport as we're in a beautiful valley near Danby, North Yorkshire, and public transport is limited: but this isn't essential providing you can get to and from the site.
- You'll have great attention to detail and the ability to follow set instructions and guidelines pertaining to all aspects of food safety and organic standards.
- You'll need to have a very high personal hygiene standard.

**All our employees require a DBS criminal record check. We will do this for you.**  
**We may close this vacancy early if we receive a sufficient number of applications.**  
**Camphill Village Trust is an equal opportunity employer.**

### About the charity

Camphill Village Trust is an award-winning national charity supporting adults with learning and other disabilities. We provide housing, care and support, and day opportunities across our nine communities in England. We enable people to lead safe, healthy, happy lives and to be active citizens.

#### Our vision

**To see more people with learning and other disabilities lead a life of opportunity**

#### Our mission

**To empower the people we support to lead more connected and fulfilled lives and make informed life choices**

## About Botton Village and the service

The people we support have a wide range of activities they can participate in or learn. Many of the items we make are sold in our shops or online. Our craft workshops provide creative experiences in woodworking, textiles, pottery and art.



We're quite unique: there's a village shop, café, supported homes, a walled garden, woodworking and creative studios, massive greenhouses, a 200 seater theatre and stunning scenery at every turn.