



Chic Snacks

Homemade Tasty Snacks loved by all

Management Trainee – Required Immediately

We are seeking an eager, motivated, hardworking trainee to join our fast growing and dynamic organisation. In this position, you will be given the unique opportunity to gain knowledge and experience for running a thriving start-up gourmet business. The ideal candidate will be open to learning new things, not afraid to take chances, and interested in learning every aspect of running this business – including working in the kitchen and prepping items for cooking.

The successful candidate will:

- Be self-motivated, able to act on own initiative but also able to follow instructions closely (especially with regards to maintaining the standard and quality of our food and overall customer experience);
- Show strong evidence of interest in entrepreneurship and food preparation (an aspiring chef will be strongly considered);
- Show evidence of excellent interpersonal skills and ability to work in a team;
- Possess a Food Safety and Hygiene Level 2 certificate or willing to obtain one within 1 month of starting;
- Be available to work flexible days and hours.
- Strongly uphold our values: Honesty, Reliability, Trustworthy and Excellence.

Detailed job description can be found below.

If you believe you are the right fit to join us in the journey to our next level, then quickly, we'd love to hear from here. **Please send your CV along with a brief covering note** explaining why you are the best fit for the role to recruitment@chicsnacks.co.uk. **Closing date: Sunday, 26th July 2020.**

Interviews via Zoom will commence from Monday 20th July 2020.

Only shortlisted candidates will be contacted.



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JOB DESCRIPTION: ChicSnacks Management Trainee

Line Manager: Manager, ChicSnacks

Salary: £7 - £10 per hour + monthly bonus

JOB PURPOSE: Assisting with efficient management of day-to-day running of the ChicSnacks business.

RECRUITMENT CRITERIA:

- The role holder must have a flair for/interest in business - with high emphasis on food handling business;
- Willingness to learn;
- Computer literate (MS Word, Excel and PowerPoint);
- Excellent interpersonal and customer care skills;
- An aspiring chef will be an added advantage;
- Self-motivated and able to act on initiative;

JOB ACCOUNTABILITIES

- Completing all assigned tasks and assisting with day-to-day operations.
- Working with the Business Manager to ensure exceptional customer experience with the ChicSnacks brand.
- Responding to enquiries via email, telephone and on the various company social media platforms.
- Following up with customers to ensure satisfaction with products.
- Assisting with all kitchen tasks as and when needed.
- Supervising food production staff as required - including follow-up in case of absences and for completion of timesheets.
- Procuring materials as and when needed.
- Following up with suppliers and ensuring stock and store inventory is monitored.
- Organising, labelling and correctly storing food supplies.
- Preparing orders and packages for courier services - including printing labels.
- Other tasks as may be required for the day-to-day smooth running of the business.

KEY EXPECTATIONS

- Be aware of and committed to the vision, mission, values and associated company policy.
- Take an active role in the growth and development of the business.
- Follow business policy as outlined in the staff handbook.
- All staff will be expected to follow the company work clothes policy which includes use of coverings such as hair nets, aprons and gloves and to maintain nails free from polish and/or extensions.
- Be an ambassador of the ChicSnacks brand.

Name of Job holder	Signed by Job Holder	Date	To be Reviewed

Name of Line Manager	Signed by Job Holder	Date	To be Reviewed