



Head of Production

Tasty Mates are a new brand of gourmet sweets, hitting the shelves nationwide in 2021. Each packet of Tasty Mates has a unique flavour that portrays a personality trait in a friendship group. So whether you are one half of 'The Perfect Pear' or 'The Berry Funny One' in your group, there will be a packet just for you!

Tasty Mates are looking for a Head of Production to take an active role in ensuring we can produce the highest quality, artisan product, whilst remaining the exciting and innovative brand we seek to be. We are looking for fun, hard working and personable people who fit the mould of our brand.

How to Apply:

*If this is one for you, please email your CV **and** an idea of a new Tasty Mates flavour and the personality trait to match to: mates@tastymates.co.uk*

Applications close on Friday 19th February.

Expectations:

- Managing a team of up to 5 others.
- Weekly management meetings
- 9:00 – 5:30, Monday – Thursday
- 30 hours a week, plus 1 hour for lunch per day.
- Occasional additional times during the week and weekends for events and business needs.
- Regular communication with the leadership team.
- 4 Month probation period (during first 4 months, notice period is 2 weeks for either party, if the role isn't right for employer or employee)
- Minimum of Level 2 Food Safety.

Work Perks:

- A key, early seat in a fast growing, fast-paced, start up. (Ability to enter share programme - from month 6)
- Out of office meals and regular social events.
- Lead in developing the brand, products and idea.
- Time off in Lieu, providing targets are being met.
- 20 days holiday time, pro rata, per annum + bank holidays and National holidays.
- Additional holiday day per year of employment.
- £24,000 pro rata, per annum.

Roles:

1. Production Team Management

- Responsible for building a daily and weekly schedule to ensure efficient production
- Point contact for all staff members in production



- Regular catch ups with team to support on the role
- Support in training all the production team

2. Stock Management

- Ensuring to keep track of stock counts in the warehouse and understanding what products need replenishing and produced on any given day/week

3. Supply Management

- Responsible for auditing all supplies and liaising with the management team if product needs ordered, from ingredients to equipment – in time for when they are out of stock.

4. Production Lead

- Working with the team to ensure a daily average and targets are being met (Monday – Thursday)
- Ensure all the team are trained on all stations in production and able to run the kitchen like clockwork
- Packaging of product when it is ready and stored correctly
- Ensure the kitchen is kept in a clean and hygienic state
- Responsible for understanding and working with directors to pass relevant accreditations.
- Ensure all members of the team understand food safety and hygiene and are trained and refreshed and documenting this.
- Filling daily and weekly forms in to ensure all accreditations are fulfilled.

5. New Product Development

- Responsible for the development of new flavours, ranges and product ideas, in line with founders, the boards, sales leads and marketing leads.
- Development of exclusive flavours on offer for large retailers and potential buyers.
- Development of new ranges around seasons/times of year/events etc. in line with marketing, relationship and distribution strategies.