

Walter Smith

AWARD WINNING BUTCHERS AND FARMERS SINCE 1885

YOUR JOB DESCRIPTION

1.0 POST TITLE : APPRENTICE
FINE FOOD BUTCHER

2.0 POST REFERENCE NUMBER :

3.0 NAME OF CURRENT POST OCCUPANT :

4.0 DATE COMMENCED JOB : Spring Summer 2015

5.0 EMPLOYMENT WITH WSFF COMMENCED :

6.0 CONDITIONS OF SERVICE : Apprentice

7.0 CONTRACTUAL DUTIES

7.1 To faithfully and diligently and to the best of your ability work at all times towards achieving and where possible exceeding Walter Smith Fine Foods' Corporate Objectives – see below. :

We aim to:-

- 1. be a *caring and ethical* company,
- 2. provide *outstanding choice of the best artisan & award winning Fine Foods*
- 3. source *locally*, when quality & provenance is among the best available
- 4. employ *highly skilled, knowledgeable & friendly* people
- 5. *delight our customers with competition winning people & products continually benchmarked through professional/trade competition.*

8.0 THE WALTER SMITH WAY – Means:

*“The right way,
is the only way,
always”.*

9.0 SPECIFIC DUTIES

9.1 To assist the shop management at all times so that the shop functions as a self sufficient business unit capable of implementing the company's objectives above. You will meet those objectives by diligently fulfilling the specific responsibilities listed below:-

- (a) To commit yourself fully to acquiring the knowledge, understanding and skills necessary to become a Qualified Butcher and member of the team so as to ensure the shop runs smoothly and efficiently;

- (b) As instructed, to comply with all limitations, rules, regulations policies, procedures, notices and guidance that we may notify to you from time to time;
- (c) As instructed, to play your part in the success of the shop by helping (only where you are competent to do so) to:-
- Maintain workplace food safety standards
 - Maintain the workplace health & safety standards
 - Manufacture a wide range of fine food products to company standards
 - Carry out boning & primal cutting in meat & poultry to company standard
 - Sell fine food products in a high quality retail environment
 - Pack fine food products for sale to company standards
 - Maintain product quality in fine food manufacture and high class retail
 - Receive goods and materials, rejecting anything not to standard
 - Serve customers to the company standard
- (d) participate in training and development activities and store all records, certificates and other documentation in a file or files designated for this purpose. You must be able to produce these files on request at which ever shop or location you are working;
- (e) safeguard all money, valuables and personal belongings and being conscious of the security of company property/or protect the well-being of inexperienced or unfamiliar workers.
- (f) achieving any individual performance goals agreed between you and your manager;
- (h) participating in all other company initiatives as required, including special marketing events, competitions, meetings and the like.
- 9.2 To undertake other duties appropriate to the grade of post which are allocated from time to time by management.

10.0 SHOP MANAGER and AREA MANAGER :

N.B. The Shop manager is the person to whom you report on a day to day basis and in their absence the Area Manager. The Area manager's role is to monitor performance, make suggestions and give advice and to act upon issues requiring their intervention.

11.0 EXECUTIVE TEAM :

N.B. The Executive team receives regular reports on shop/business unit performance from Area Managers. The Executive team can provide additional advice on certain specialist areas but you should always consult with your Area Manager first if they are available.

12.0 CONTACTS

You will come into contact with customers/members of the public and colleagues in the shop, senior managers, suppliers, contractors, professional advisors, enforcement authorities, competitors and landlords and/or their agents.

13.0 COMPETENCY SPECIFICATION:

Essential

- 13.1 be totally committed to becoming a competent and Qualified Apprentice Fine Food Butcher which means completing the full Apprenticeship course.
- 13.2 exhibit behaviour traits that are conducive to serving members of the public and working within a team and demonstrate a passion for fine foods
- 13.3 to be able to plan and organise effectively, be punctual and well presented with excellent personal hygiene habits
- 13.4 ability to manage your work/life balance and take adequate rest
- 13.5 be numerate and have effective oral communication and the ability to read and write at NVQ/Key Skills level 1 or above.

Desirable

- 13.6 keen to enter (and win) trade Competitions
- 13.7 enjoy cooking a range of meals at home
- 13.8 ability to drive.

14.0 THIS JOB DESCRIPTION WAS REVISED

on: 9 April 2015 by: P Cadman (HR Director)

Signed: (Post Holder) Date