

## **EXAMPLES OF INDUSTRY PLACEMENTS CARRIED OUT BY QUEEN'S FOOD STUDENTS**

### **SAMPLE PLACEMENT 1**

The placement is intended to provide the student with a valuable insight into a busy food manufacturing environment. At present QA resource on the site is limited and the student will have good opportunity to learn on the job and be involved in generation of ideas to improve the current quality system. The job will include the tasks below:

- Working a small proportion of the time on the production floor to gain an understanding of the process flow and challenges met every day by the production team
- Working alongside QA support to monitor the daily, weekly and monthly routine QA checks that need to be carried out
- Working alongside QA support to move the Quality System up to issue 6 standard in preparation for the first issue 6 BRC audit at the end of this year
- Implementing weekly hygiene audits to improve overall standards
- Reviewing procedures, policies and work instructions to combine them where possible and therefore simplify the quality system
- Involvement in HACCP team meetings and the decision making of HACCP team
- Helping to correct any non-conformances
- Monitoring overall quality of the product at each stage of the process, particularly finished product
- Ensuring all process control sheets are fully completed correctly
- Responding to customer complaints
- Issuing supplier complaints
- Involvement in idea generation with New Product Development

### **SAMPLE PLACEMENT 2**

The student will be employed as an NPD assistant, to create new recipes, research and explore new food products to maintain & develop sales.

Key tasks include:

- Interpret customer development briefs with team to come up with new products.
- Compiling and analysing market information from a variety of sources (internet, Mintel reports, Kantar) to assist team to identify gaps.
- Assistance in comparative shopping for benchmarking purposes.
- Assistance in taste panel set up
- Assist in customer presentations through preparation of products, presentation booklets and photographic material.
- Co-ordinate customer sample requests to meet deadlines.
- Preparation of product samples to a high specification
- Recipe control and completion of product information on database
- Calculation of nutritional information via nutritionalc
- Assistance in ensuring ingredients and packaging are in stock.

- General kitchen duties as and when required.
- Compliance with all hygiene regulations
- Assistance in production trials to scale up from kitchen recipe to production
- Organoleptic testing, titrations and pH testing of new products
- Compilation of cooking instructions/serving suggestions for new products

### **SAMPLE PLACEMENT 3**

#### **JOB PURPOSE**

- To provide a first class administration service to the technical team and to ensure that processes and systems are followed and kept up to date.
- To provide the relevant reports for the site.
- To complete practical exercises ensuring that routine food safety and quality checks are completed at the required frequency.

#### **KEY ACCOUNTABILITIES & RESPONSIBILITIES**

- To conduct thorough complaint investigations – assist in site KPI to reduce customer complaints through effective investigation and root cause analysis.
- To manipulate technical data in order to produce key performance indicators and other reports.
- To effectively manage control documents for the site to ensure only latest version is in use.
- To type up minutes from technical meetings.
- To complete Calibration / Verification Checks on scales and thermometers.
- To complete Departmental Audits – GMP, Hygiene, Glass/Hard Plastics, Systems.
- To complete routine checks – gas analysis, sieve tailings.
- To monitor the Quality of our products – manage product assessments and effective documentation & reporting of issues.
- To collect samples – for microbiological or chemical analysis, or for new or current customer reviews.
- To effectively manage the filing of site HACCP / Quality paperwork.
- To assist in the completion of Traceability and Mass Balance exercises.
- To complete any other duties as and when requested to help meet the needs of the business