

Bug Farm Foods Ltd

Job title: Food Production and Packaging Assistant

Days per week: 1-3 days per week, with the potential to increase as the business grows

Short/long term: 6-months with the potential to extend. Starting from March 2024

Paid/voluntary: Paid – hourly wage to be discussed

We are looking for a very organised, self-motivated, practical and enthusiastic individual with a passion for food to join our small team to take the lead on baking our Cricket Cookies and manufacturing of VEXo insect and plant Bolognese with the possibility to take on sales and outreach. The role will involve:

- **Food manufacture** – purchasing ingredients and packaging, managing stock control in and out, baking and cooking and facility cleaning, monitoring and record keeping.
- **Packaging** – packaging and boxing-up orders and all associated administration.
- **Order fulfilment** – proactive liaising with distributors and retailers, checking in on sales and stock levels, sending orders and all associated administration, including invoicing.

For the right person, the role could also include:

- **Administration** – manning the Bug Farm Foods e-mail account and responding to queries.
- **Sales and outreach** – We would love for this role to include a sales/outreach role, contacting potential new suppliers, taking samples into stores and manning stands at events. However, we appreciate that this may be a separate role.

Skills required

- A passion for food.
- Top notch organisational skills.
- 100% reliable.
- Experience of working in busy commercial kitchens/food production centres.
- Self-motivated and proactive.
- Happy to work alone as the business grows.

Additional useful skills

- A knowledge of food manufacturing record keeping (e.g. SALSA).
- Used to working on Microsoft Word and Excel and managing e-mails.
- Good verbal and written communication skills.
- An interest in becoming involved with sales and outreach.
- An interest in sustainability.

We would love to find someone who shares our passion and who we can work with to innovate new and exciting foods of the future.

There may be an opportunity to combine the Bug Farm Foods and Grub Kitchen roles.

Application deadline: 18/02/2024

To apply for this position please send us an e-mail or cover letter, detailing why you think you would be suitable for the position, and a CV to info@thebugfarm.co.uk. Make sure to say which position you are interested in.