

Whirlow Hall Farm

Full Time Senior Butcher

Job Spec

Whirlow Hall Farm Trust is an Educational Charity based on the outskirts of Sheffield. Our commercial department generates vital funds to support the work of the charity.

PURPOSE and AIM

A full-time position to provide high quality carcass to counter butchery of raw meat to supply the needs of the Trust.

CONTEXT

A busy butchery operation, supplying the below outlets;

- Retail meat counter
- Customer meat orders
- The Barn Cafe
- Wholesale customers
- External events team

Needs to Do

KEY OUTPUTS/ACCOUNTABILITIES

- Assistance to ensure that the HACCP is up to date and fit for purpose, in accordance with environmental health policy and health and Safety requirements.
- Ensure that the below duties are conducted in accordance with the HACCP
 1. Cleanliness of spaces and equipment involved in meat handling
 2. Personal cleanliness and presentation
 3. Receiving and putting away of deliveries
 4. Storage of carcase and processed products
 5. Meat production and processing from carcass
 6. Customer service
 7. Record keeping of routine temperature control and cleaning rotas
 8. Disposal of waste product
- Wear appropriate uniforms and footwear. Ensure all uniforms are kept clean and suitable for wear at work
- Consistency of the presentation of the counters
- Mentoring and management of junior members of staff and volunteers
- Stock management through recorded stock takes, transfers and wastage
- Attend meetings when appropriate

- To communicate effectively with staff, volunteers and customers of the trust
- Maintain adequate systems for the recording and provision of meat orders
- Be aware of the communication process for livestock requirements
- Outstanding customer service
- To support equal opportunity in the treatment of all learners, staff, clients, partners and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability.
- To support WHFT's commitment to safeguarding and promoting the welfare of children and young people receiving education and training.

NOTE: These duties and responsibilities should not be regarded as exclusive nor exhaustive, as the post holder may be required to undertake other reasonably determined duties within the commensurate with the grading of the post.

Person Specification	Essential	Desirable
1. Experience		
• Experience of working in butchery or meat processing facility	x	
• Experience of breaking down beef, lamb, pork and goat carcasses	x	
• Experience of working on front of house	x	
• Experience of working safely with HACCP	x	
2. Qualifications		
• Level 2 or higher food hygiene certificate		x
• Allergen Training		x
3. Core Skills		
• Able to communicate with others effectively through speaking, listening, reading and writing skills	x	
• Able to work under pressure	x	

Person Specification	Essential	Desirable
<ul style="list-style-type: none"> • Awareness of health and safety/EHO regulations 	X	
4. Personal attributes/competencies		
<ul style="list-style-type: none"> • Awareness of the need to safeguard children, young people and vulnerable adults 	X	
<ul style="list-style-type: none"> • Awareness of equal opportunities 	X	
<ul style="list-style-type: none"> • Enthusiastic and motivated approach to work and working with others 	X	
<ul style="list-style-type: none"> • A positive and genuine commitment to the work of Whirlow Hall Farm Trust 	X	
<ul style="list-style-type: none"> • Personal presentation to be clean and respectable 	X	
<ul style="list-style-type: none"> • Proficient in general use of Microsoft Word and Excel software packages, internet use and Outlook 	X	
<ul style="list-style-type: none"> • Administer orders and queries over the phone for customers 	X	
<ul style="list-style-type: none"> • Monitor email mailbox for incoming queries and orders 	X	
<ul style="list-style-type: none"> • Current first aid certificate 		X
<ul style="list-style-type: none"> • Clean driving licence 		X
<ul style="list-style-type: none"> • Impeccable time keeping 	X	
5. Training		
<ul style="list-style-type: none"> • Willingness to undertake staff development and training as required 	X	
<ul style="list-style-type: none"> • Recording stock checks at the end of the month for shop and butchery 	X	
<ul style="list-style-type: none"> • Monitoring best before and use by dates – stock rotation to use up old stock first – discounting where appropriate 	X	
<ul style="list-style-type: none"> • Updating items and pricing on till 		X
<ul style="list-style-type: none"> • Updating and maintaining temperature records in HACCP 	X	
<ul style="list-style-type: none"> • Maintaining cleaning records throughout the butchery 	X	
<ul style="list-style-type: none"> • Placing orders with suppliers for retail stock and consumables 	X	
<ul style="list-style-type: none"> • Participate in marketing and offer plans for the year 		X
6. Physical Make-up		
<ul style="list-style-type: none"> • No disability which is likely to impact upon the job performance that cannot be accommodated by reasonable adjustments 	X	

Person Specification	Essential	Desirable
7. Circumstances		
<ul style="list-style-type: none"> <li data-bbox="204 472 1023 533">Able to work across the full year to include evenings or weekends when necessary 	x	

Please send your CV to shop@whirlowhallfarm.org