



JOB DESCRIPTION

JOB TITLE:	Research Worker
DEPARTMENT:	KLBD (Kashrut Division of the London Beth Din)
REPORTS TO:	Senior Food Technologist
SALARY:	Dependent on experience
HOURS:	35 hours per week
BENEFITS:	20 days holiday, plus Statutory Bank Holidays (per annum) & Jewish festivals when they fall on your normal working day) Stakeholder Pension

MAIN DUTIES

Contacting food manufacturers to ask them for information about the ingredients and manufacture of their products, inputting the details to the food database and submitting the products for Rabbinical approval when necessary. The Research Worker will also at times be asked to assist with answering product enquiries received from members of the public and KLBD licensees.

This involves:

- Contacting companies by telephone and email to obtain ingredient and manufacturing details.
- Accurate data entry of company, product, ingredient and production details onto the kashrut database.
- Filing all information received.
- Checking that the information is complete.
- Presenting for rabbinical approval where necessary.
- Helping with proof reading of KLBD Kashrut publications and Updates when required.
- Helping with kashrut enquiries from members of the public.
- Helping with product enquiries from KLBD shomrim and licensees and researching products where necessary.

- Maintaining professional confidentiality regarding the work of the KLBD and information received from food companies.
- Assisting with other areas of work of the KLBD when required.

PERSON SPECIFICATION

EDUCATION

It would be an advantage if the applicant had spent a year learning in a Seminary or Yeshiva, although this is not essential.

Must be educated to at least A level standard or equivalent with good grades.

Must have good IT skills.

APTITUDE

The successful applicant will:

Be well organised, have a good eye for detail and work to a high standard of accuracy.

Have good written skills.

Work accurately and efficiently under pressure and be able to prioritise tasks.

Be willing to take instruction but also use their own initiative.

PERSONAL QUALITIES

- Have good interpersonal skills and a good telephone manner.
- Be a clear team player and be willing to be flexible, for example staying late occasionally when there are publication deadlines.
- Be able to focus on their work despite the many distractions of working in a busy and vibrant open plan office.
- Be ready to learn new skills and have an interest in finding out new information.
- Be loyal and able to maintain professional confidentiality under all circumstances.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change. Any changes to this job description may be amended to meet the changing requirements of the community at any time and will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures.