



Ingredients Co-Ordinator

The Role

As our team continues to grow we are looking for an Ingredients Co-Ordinator to join our dynamic Process Team and play a key role in keeping our production running smoothly. If you're organised, proactive, and thrive in a fast-paced environment, this could be the perfect opportunity for you. Full training will be provided for the successful candidate.

As an Ingredients Co-Ordinator, you'll be at the heart of our operations—ensuring ingredients are stored, managed, and released efficiently while maintaining the highest standards of quality and safety.

What You'll Be Doing

- Take ownership of ingredient storage and stock rotation, ensuring everything is accurate and up to date
- Support the Goods In team with incoming deliveries
- Carry out daily temperature checks and keep chillers fully stocked
- Conduct regular stock takes, manage wastage, and keep records precise
- Collaborate with teams across the business to optimise stock levels
- Play a key role in preparing for and delivering our annual audit
- Investigate issues and report findings to the Process Manager
- Work closely with Quality & Technical teams to maintain product integrity
- Champion a clean-as-you-go culture and maintain excellent hygiene standards
- Support the wider Process Team and step in where needed

What We're Looking For

- Strong English and Maths skills
- FLT licence or willingness to undertake training
- Background in stock control, procurement, or similar
- Confident communicator with strong IT and data entry skills
- A team player who builds great working relationships
- Highly organised with strong time management
- A problem-solver with great attention to detail
- Self-motivated and able to use initiative
- Food Safety Level 2 qualification would be advantageous

Based in Knighton, 10-hour shifts, 6am – 4pm, working a 4-on, 4-off shift pattern