

Job Description: Nutrition and Dietetic Administrator



Function: Central Food Platform	
Job:	Nutrition and Dietetic Data Administrator
Position:	Administrator – K2 Grade
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Wan Mak, Head of Nutrition and Dietetics
Additional reporting line to:	Not applicable
Position location:	Office location / No fixed place of work

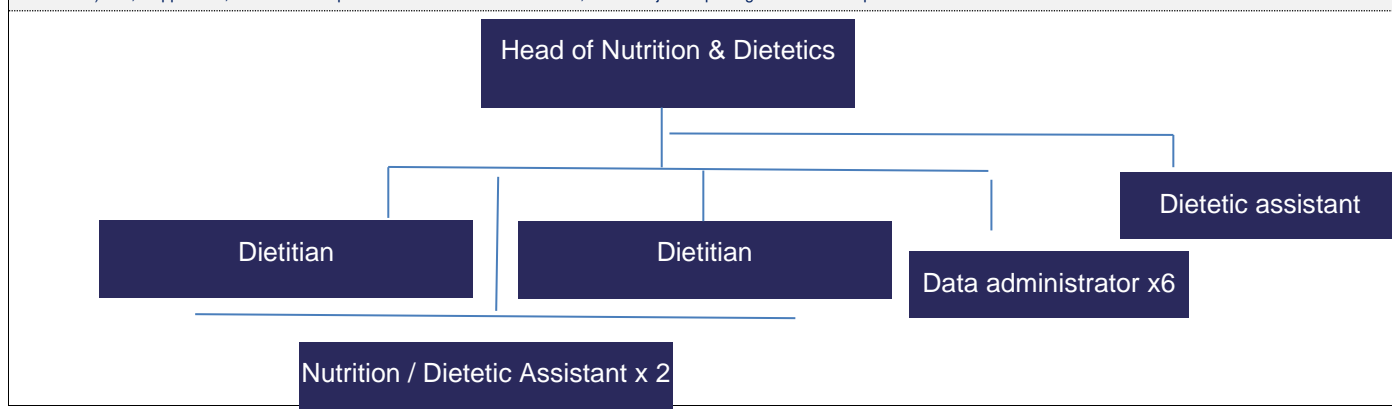
1. Purpose of the Job – State concisely the aim of the job.

- This is a key role in support of the dietetic team in capturing, collating, verifying and processing nutrition, allergen and ingredient data against product specifications. It requires direct and effective communication with the business segments, buyers, product data base teams, system administrators and external stakeholders e.g. suppliers/manufacturers. It will involve professional administrative support relating to general nutrition enquiries both within the business and external Consumers/Guests and the handling of sensitive and confidential information.
- Accurate data is then uploaded into Sodexo systems

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY20:	€n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Manage workload and nutrition queries effectively and independently
- Decisive decision maker within the remits of the role
- Needs to have a flexible attitude and can work under pressure
- Maintain a high level of confidentiality and is sensitive to consumer needs when dealing with allergy information or from those requiring special dietary needs
- Is Pro-active and inquisitive to ensure accurate data is provided by suppliers/manufacturers
- Is Meticulous and attentive to detail and can accurately calculate nutrition information required for database
- Ensure all information and communications publically/externally complies with Sodexo policies and procedures

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To support the nutrition and dietetic team in collecting, verifying and processing nutrition, allergen and ingredient information in support of Nutrition and Allergen regulations.
- To work closely with supply chain, master data team and systems on product specification specifically on nutrition, allergens and ingredients as well as other required nutritional attributes
- To conduct regular sense checking of nutrition data within the database and within the recipe management system
 - To maintain day to day nutrition and dietetic enquiries and supplier information within the nutrition and dietetic supporting mailbox(s)
 - To support the roll out of allergen labelling across the business for new and existing regulations such as Allergen information on Pre-packed for Direct sale.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Effective communication, both verbally and written
- To ensure data is received and processed accurately and timely
- To maintain day to day nutrition and dietetic enquiries and supplier information within the nutrition and dietetic supporting mailbox(s)

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Dietetic or nutrition graduate with at least 1-2 year of experience (Desirable) with experience on compliance data, maintenance of product lines/specifications or product development
- Strong office management and organisational skills
- Ability to plan and organise workload effectively
- Is Organised and methodical and can multitask to a professional standard
- Meticulous and accurate with a good knowledge of numeracy
- Judgement
- Good communication skills both written and verbal
- Demonstrates discretion and can deal with confidential issues especially in relation to allergies and consumer queries
- Demonstrable working knowledge of Technology systems and software including databases and spreadsheets, word, Excel and Outlook.

- Familiar with dietary analysis and nutrition analysis software packages (Desirable)
- Working knowledge on Food labelling/ Food specifications /Allergens/ product specifications and labelling functions
- Flexible to travel as and when required by the business

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Learning & Development
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ Employee Engagement

9. Management Approval – To be completed by document owner

Version	1	Date	19 th January 2021
Document Owner			