

QUALITY OF LIFE SERVICES

Function: Central Food Platform	
Job:	Nutrition and Dietetic ASSISTANT (Ivaluea)
Position:	Nutritionist / Graduate Dietitian
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 2-3 days a week / No fixed place of work

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

This is a key role within the Nutrition and Dietetics team, responsible for supporting the effective collation, validation, verification and management of nutrition, allergen and ingredient data against product specifications. The role will provide essential data management and administrative support to the implementation of new **Ivalua** projects, ensuring that product information is accurate, complete and aligned with current business processes and relevant UK and Ireland legislation and regulatory requirements, and include parts of UAT testing for the new systems.

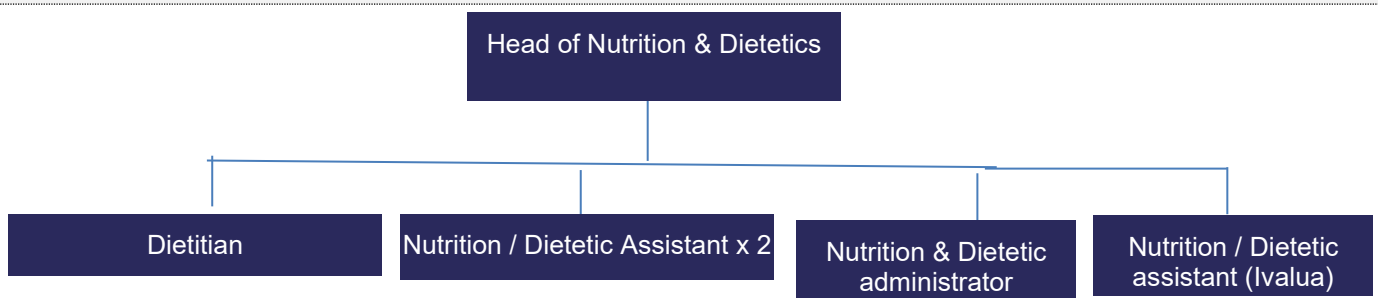
The role will involve close collaboration with internal stakeholders, including Category Managers, Supply Chain, Product Database teams and System Administrators, as well as external stakeholders such as suppliers and manufacturers, to obtain, validate and maintain accurate product and nutrition information. The postholder will also provide professional support for general nutrition enquiries, ensuring sensitive and confidential information is handled appropriately.

Working closely with the Head of Nutrition & Dietetics, the role will also support menu analysis and contribute to wider Nutrition and Dietetics projects and initiatives as required.

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							
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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 own workload and competing priorities effectively, working independently and under pressure while maintaining accuracy and attention to detail.
- Work with multiple stakeholders with differing priorities, including **Ivalua** project teams, financial, commercial, systems, supply chain and culinary teams, using effective communication and professional judgement to achieve accurate and complete data.
- Proactively challenge and clarify incomplete, inconsistent or inaccurate information with humility and professionalism, particularly when working with suppliers, manufacturers and internal stakeholders.
- Maintain the integrity and accuracy of nutrition, allergen and ingredient data, recognising the potential business, compliance and consumer safety risks associated with inaccurate or incomplete information.
- Apply relevant UK and Ireland legislation, regulations, guidelines and business processes, particularly those relating to allergens, PPDS and mandatory nutrition information.
- Handle confidential and sensitive information appropriately, particularly consumer allergy and special dietary requirements, in line with Sodexo policies and procedures.
- Ensure all internal and external communications and information shared publicly comply with Sodexo policies, procedures and relevant regulatory requirements.

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

- Support the Nutrition and Dietetics team in the collection, verification, validation and processing of nutrition, allergen, ingredient and other relevant product data, ensuring compliance with applicable regulations and business requirements.
- Work closely with internal teams, Ivalua, Supply management, Master Data and Systems teams, as well as external suppliers and manufacturers, to obtain, validate and maintain accurate product specifications and nutritional attributes.
- Conduct regular sense-checking and quality assurance of nutrition and allergen data across product databases and recipe management systems, identifying and resolving discrepancies or gaps.

- Support the implementation and deployment of Ivalua through the data loading process known as PriCat for allergen and nutritional information in line with new and existing UK and Ireland regulatory requirements.
- Support the Head of Nutrition and Dietetics with menu analysis across a range of service lines and consumer requirements, including nutritional and allergen considerations.
- Provide professional guidance and support on nutrition and allergen matters to internal stakeholders, escalating complex or higher-risk issues where appropriate.
- Contribute to wider Nutrition and Dietetics projects and initiatives as required.

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.

- **Accurate and timely data:** Ensure nutrition, allergen and ingredient data is complete, accurate and maintained within agreed timescales.
- **Effective communication:** Communicate clearly and professionally with internal and external stakeholders to obtain, clarify and resolve data and nutrition-related issues.
- **Regulatory compliance:** Ensure nutrition and allergen information and labelling meet UK and Ireland requirements and Sodexo standards.
- **Professional expertise:** Provide accurate nutrition and allergen guidance, applying professional judgement within role remit.
- **Data integrity and risk:** Identify and challenge data gaps or inconsistencies to protect data integrity, business compliance and consumer safety.

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

- Qualified Dietitian with UK registration or registered Nutritionist with demonstrable experience in Food industry or equivalent
- Experience with Data and regulatory compliance, maintenance of product lines/specifications or product development
- Effective communicator both written and verbal
- Ability to plan and organise workload effectively
- Makes professional judgement while seeking guidance and advice from senior peers when necessary
- Is Organised and methodical and can multitask to a professional standard
- Meticulous and accurate with a good knowledge of numeracy
- 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

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

9. Management Approval – To be completed by document owner

Version	1	Date	01 st September 2026
Document Owner	Wan Mak		