**UNIVERSITY OF MAINE**

**JOB DESCRIPTION**

**TITLE**: Food Product Development Assistant

**DEPARTMENT:** Office of Strategic Partnerships, Innovation, Resources and Engagement (SPIRE)

**DATE:** May 2023

**REPORTS TO:** Food Science Pilot Plant Manager

**PURPOSE:** The Food Product Development Assistant is responsible for overseeing service projects for the Solutions for Maine R&D & Innovation Hub in the Pilot Plant. Responsibilities include working on prototypes of food products and process enhancements for industry partners.

**ESSENTIAL FUNCTIONS:**

* Performs and oversees long and short-term service projects for internally and externally funded research projects, specializing in food product development.
* Conducts development of food products including benchtop prototyping, training and supervising student workers, assisting with scoping projects and leading project reviews for food businesses, purchasing laboratory and project supplies, as needed.
* Conducts area specific and laboratory safety training for students, faculty and staff and schedules the laboratory facilities and equipment in the Pilot Plant and Commercial Kitchen.
* Maintains chemical inventory and lab supplies for the Pilot Plant and Commercial Kitchen.
* Assists with data collection, research reports, posters and media releases/marketing.
* Contributes to a working environment that is team-oriented, anticipatory, supportive, and encourages constructive feedback on performance.
* Performs other reasonably duties as assigned.

**Knowledge and Skill Qualifications:**

**Required:**

* B.S. in Food Science or closely related field
* Significant experience in the following areas:
	+ Food innovation and creating food products with scalability in mind
	+ Analyses of food/food product physical characteristics, such as texture and color analysis
	+ Sensory analyses of food products
* Proficient with personal computers and Excel software
* Evidence of successful supervisory experience
* Demonstrated ability to exercise independent judgment and initiative
* Ability to multi-task and manage multiple projects and deadlines
* Experience with modification of existing analytical methods
* Experience with performing safety training

**Preferred:**

* M.S. in Food science or closely related field.

**Supervisory Responsibilities:** Direct supervision of undergraduate student workers and additional supervision of undergraduate/graduate students conducting research in Commercial Kitchen.

**Work Environment/Dynamics:** The Pilot Plant provides research services for the Department of Food Science & Human Nutrition, Cooperative Extension, and private industry. Adjustments in daily work schedules may be necessary to respond to the needs of researchers and outside clientele. Daily work with cleaning chemicals, which include acids, bases, and organic solvents, is inherent to the position.

**SUPERVISORY RESPONSIBILITIES:** This position will supervise the student innovation coordinator and student employees.

**POSITION TYPE:** Contingent on funding.Initial appointment is up to December 2024 with renewal contingent upon funding and performance.

**WORK SCHEDULE:** This position entails a full-time, 40 hours per week, 12-month work year. Normal SPIRE business hours are 8:00 a.m. to 5:00 p.m.; work outside of these regular hours to include some evenings and weekends will be required to fulfill the responsibilities of this position.

**WORK YEAR:** Full-time, fiscal-year.

**SCHEDULE FOR EVALUATION:** In the initial six months of employment and annually thereafter in accordance with the UMPSA agreement.

**JOB FAMILY/SALARY BAND:** 04/02.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety, Workplace Violence, and Sexual Harassment.