

**TOPCO ASSOCIATES LLC
JOB DESCRIPTION**

POSITION: Consulting Chef – Part Time/Consultant

Department/Location: Quality Assurance/Skokie
Reports Directly to: Vice President, Quality Assurance
Supervises: None

BASIC PURPOSE OF POSITION:

The Consulting Chef is responsible for translating consumer and culinary trend insights into near and long term strategic initiatives to drive core and new innovation for Topco Associates and member brands. Specifically this position is responsible for partnering with internal and external teams to track consumer and culinary trends to develop innovative products that will grow the business. This role requires skills with assessing strategic opportunities, translating the strategy into innovative brand building products, communicating with senior leadership, possessing an action driver mentality, and an ability to own and flawlessly execute initiatives with minimal supervision

ESSENTIAL JOB FUNCTIONS:

- Key stakeholder in the development of new retail and food service product pipeline and recipe development.
- Lead prototype development of new layer and core innovations, taking responsibility the design and execution of prototypes during initial phases of the development process.
- Design product concepts rooted in relevant consumer insights and oversee the translation of these insights into consumer offerings both in retail and food service.
- Develop and manage the Supplier Culinary Council. Conduct and lead culinary brainstorming summits with supplier's corporate R&D chefs to create new ideas and build networking base.
- Deliver presentations that "sell" recommendations to internal senior level teams and to external partners including Topco members.
- Work with high-performing cross-functional program management, Procurement and Quality Assurance organizations to ensure that projects are executed flawlessly from the conception stage to the shelf
- Be the culinary reference for Topco Associates and member organizations by advising product teams on recipe development to ensure quality products

- Monitor competitive new and existing private label and national branded products by gaining knowledge of other concepts and evaluating these products.
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QUALIFICATIONS:

Education and Experience:

- Culinary Arts Degree or a combination of a food science degree with culinary experience in foodservice and retail.

Technical Skills:

- Knowledge of new product development processes and related activities.
- Knowledge of food production methods and strong retail culinary skills.
- Working knowledge of sensory testing and sensory principles.

Other Qualifications:

- Computer literacy.
 - Excellent project management and vision setting skills with ability to consistently achieve or beat deadlines
 - Strong customer focus and ability to use and understand consumer insights intelligence to turn insights into actions
 - Ability to integrate analytics and research with creative thinking and innovative thought leadership.
 - Strong bias for action vs. activity and demonstrated desire for ownership
 - Excellent understanding of Culinary fundamentals and financial skills needed to develop a menu portfolio
 - Strong interpersonal and communication/presentation skills in both team leader and team player roles. Comfortable with bringing people along to new ideas and initiatives.
 - Excellent creative skills and ability to utilize the skills to develop against the business needs
 - Passion for the business, strong leader and innovator in a recognition based culture
 - Familiar with conducting side by side comparative product evaluations as well as attribute and performance assessment of single product evaluations.
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COMPETENCIES:

Maintains effective communication with Purchasing and Program Management and other QA personnel

- Effectiveness

- Business focused
- Direct
- Audience appropriate
- Communicates good news/bad news, as appropriate

Presentations and Communications

- Participation and coordination of member and vendor visits
- Timely and relevant communications to members, vendors, Topco personnel

Leads Change

- Approaches problems in an open-minded manner
- Adapts to different or new ways of doing things
- Identifies opportunities to improve processes or products

Plans and Acts Strategically

- Alignment of activities with departmental or corporate goals and strategies
- Promotes and demonstrates commitment to corporate vision, mission, and direction
- Coordinates planning efforts with other departments when necessary

Job location: Skokie IL

Please forward your resume to hpopoola@topco.com