



# No Vice Ice

Licking The Planet Into Shape

No Vice Ice CIC is Oxford's first very own Ice Lolly social enterprise. We make ice lollies in our community kitchen in Florence Park that are sold at locations throughout Oxford. We use profits generated to support people with invisible health conditions and reduce stigma within our community.

This season we are looking for a fantastic new supervisor to produce lollies and help manage other elements of production such as ordering stock, processing orders and overseeing daily food hygiene/haccp processes. This role will play a vital role in meeting our ambitious sales targets - supporting our exciting plans to scale up in winter 2024!

*10-15 hrs/week @ £12.50 per hour - initial 6 month contract. Possibility for continued work subject to funding etc.*

## **Job Description**

Our lolly supervisor will work closely with the board of directors to ensure that the day to day production in the kitchen runs smoothly - supporting us to drive up sales in our exciting fourth season of trading! In particular the post holder will be lead on and be responsible for:

- Producing lollies in our community kitchen @ Flo's
- Stock management - communicating with our suppliers and placing orders as needed
- Ensuring orders from vendors are produced and supplied in a timely manner
- Advising the board on kitchen needs/suggestions for improvement etc.
- Inducting/Supporting other lolly makers in the kitchen
- Overseeing all food hygiene processes and traceability systems
- Supporting finance team with financial admin (supplying receipts etc as appropriate)
- Occasional work selling lollies at events on our fab lolly bike

## **Person description**

### **Essential**

- Excellent communication skills and the ability to build and maintain fantastic relationships with a wide range of people and groups

- Self motivated, with the confidence to work independently as well as part of a diverse team
- Experience managing projects and reporting to multiple stakeholders
- Understanding of food hygiene principles
- Systematic approach to work with great attention to detail
- Able to manage priorities and deadlines in a fast paced environment
- Excellent written and spoken English
- Excellent IT and administration skills and ability to work to high levels of accuracy

#### Desirable

- Background in the food industry
- Level 3 in food safety & hygiene

#### **Ready to join us on our mission to “Lick the Planet into Shape”?**

Email your CV and covering letter telling us why you want to join the team to Ella at: [hello@noviceice.com](mailto:hello@noviceice.com) by close of business Friday 19th January.

Interviews: Wednesday 31<sup>st</sup> January.

Provisional start date: Mid-End Feb 2024.