



HEART FOUNDATION TICK

Consultant Home Economist

PREPARED BY:	Rachel Meryment
CONTACT PHONE:	02 9219 2408
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JOB TITLE:	Consultant Home Economist
RESPONSE DUE:	31 December 2009



Consultant Home Economist - Heart Foundation Tick

1. Overview

The Heart Foundation Tick Program requires a Consultant Home Economist to independently replicate consumer preparation of Tick Approved meals in the home, and deliver prepared meals to the designated analytical laboratory. The role is Melbourne Victoria based, and requires ingredients to be purchased, with key ingredients stored for a determined period as retention samples. Documentation for meal preparation is to be completed and submitted to the Quality Assurance Officer Tick.

2. Background

The Heart Foundation Tick encourages innovation within the food industry through improving the food supply for all Australians. There are over 50 categories of foods within the retail program ranging from savoury biscuits to soups. Compliance to the Program is undertaken through analysis of the foods by an independent NATA approved laboratory. The results of the analysis are then compared to the criteria set for that category to ensure the criteria continue to be met.

In the past all foods have either been ready to eat or have required minimal preparation, e.g. the addition of water or milk, and this has been easily managed by the laboratory.

With the creation of new categories comprising 'Meal kits' and 'Recipe concentrates', the food items in these categories are to be prepared and cooked according to the directions/recipe on the food packaging.

Meal Kits and Recipe concentrates are a rapidly growing category in the supermarket meeting consumer demand for quick and easy meal solutions. See Appendix for Definition of Meal Kit category.

3. Details of Job Role

1. Ongoing liaison/communication with Quality Assurance Officer regarding the auditing process and plan.
2. Use of own kitchen facilities and equipment.
3. Preparation of Tick Approved meal kits and recipe concentrates, and other future categories for auditing as part of the Tick quality management program; as requested by the Quality Assurance Officer.
4. Meal kits and recipe concentrates are to be prepared in duplicate, according to the product packaging instructions.
5. Purchase of the assigned meal kit and/or recipe concentrate and additional fresh ingredients to prepare meal kit or recipe concentrate as specified in the recipe on the packaging.
6. Retain samples of ingredients used in the meal for verification and possible re-test, for a minimum of 4 weeks in a manner outlined by the Quality Assurance Officer. This may involve freezing of key ingredients, with the potential to be sent to the laboratory for testing as directed by the Quality Assurance Officer.
7. A record of the brand of ingredients used, the quantity and weight of ingredients, as well as the best before or batch codes of ingredients are to be recorded on the form provided.



- The form is to be emailed or faxed to the Quality Assurance Officer after the sample has been submitted to the laboratory. See Appendix II for a sample of the Record Form.
8. Complete the Laboratory Sample Submission form.
 9. Forward records and receipts to Quality Assurance Officer.
 10. Package completed meal kits and/or recipe concentrates using sampling material provided by the Heart Foundation Tick.
 11. Once prepared and packaged, and on the same day, deliver the meals to DTS Food Laboratories in Kensington VIC for analysis.
 12. Preparation of meal kits and recipe concentrates will need to occur as per the planned quality management timeline requested by the Quality Assurance Officer.
 13. Testing frequency will be low to begin with, being a minimum of 2 times per year; and will increase with popularity of the category.
 14. Based in Victoria with own transport

4. General Terms and Conditions

1. Presentation of an ABN and a copy of a current insurance policy are essential to enter a service supply agreement with the Heart Foundation.
2. Insurance needs to ensure adequate cover for any work undertaken in the role as Consultant Home Economist to the Tick Program.
3. Meal kits and recipe concentrates need to be prepared as per the instructions on the packaging as per agreed.
4. All prepared meal kits and recipe concentrates need to be packaged and delivered to the laboratory as per the agreed timelines.
5. All work conducted is confidential.

5. Fee Structure

1. Please quote an hourly rate to cover:
 - a. Purchase ingredients
 - b. Prepare meals
 - c. Record meal monitoring
 - d. Deliver prepared meal to laboratory
2. The Heart Foundation will reimburse the following expenses upon receipt of a "Tax invoice" for declared receipts:
 - a. Cost of ingredients
3. Costs not covered by fees (i.e. assumed to be covered by consultant):
 - a. Travel costs to purchase food items
 - b. Electricity in food preparation
 - c. Equipment in food preparation including fridge, freezer, oven, calibrated weighing scales

Key Contacts:

Rachel Meryment

Quality Assurance Officer
Heart Foundation Tick

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Appendix I

Definition - Meal Kits

- Meals which are sold as a kit and contain at least two components. They require the addition of fresh ingredients, e.g. protein such as chicken, beef and vegetables, and preparation according to recipe/instructions on the packaging in order to be consumed as a meal.
- Does not include meals that are ready-to-serve requiring only heating nor does it include meals that are based on one component such as a recipe concentrate or a cooking sauce. A meal kit may have these sorts of items included in the kit along with another component; however, a meal kit is not a single component.
- Examples – Mexican meal kits eg Taco, Burrito; Asian meal kits Asia at Home San Choy Bow



Appendix II

Tick Retail - Meal Kit Monitoring Record

Date Prepared: _____

Licensee Name: _____

Product Name: _____

Best Before Date: _____

Prepared By: _____

Ingredient Name	Quantity (measure)	Quantity (Weight)	Comments

Notes:



Heart Foundation Tick Retail Random Testing Sample Submission

Please forward this completed sample submission form together with the food sample/s to:

Attention: Tick Program Co-ordinator
DTS Food Laboratories Pty Ltd
5/352 Macaulay Rd
Kensington VIC 3031
P: (03) 8371 7600
F: (03) 9372 2013
E: TickProgram@dtsfoodlabs.com.au

Reports issued to: Rachel Meryment
Email: Rachel.Meryment@heartfoundation.org.au
Telephone: 02 9219 2408

Product Category	Company	Product Name	Product Size	Best before Date	Nutrients to Test	Comments