



## Kickstart your career as a **Bakery Assistant**

Job Title	Kickstart - Bakery Assistant
Location	Gadsbys Bakery - Southwell
Hours	As specified
Contract	Temporary - 6 months
Pay	
Reports to	Bakery Manager
Benefits	<ul style="list-style-type: none"><li>- Pension contribution of up to 12% of salary</li><li>- Colleague discount across our family of businesses</li><li>- Employees Association membership for a small monthly contribution</li></ul>
Scope and Purpose	<ul style="list-style-type: none"><li>- To prepare and produce baked goods that form part of the Gadsbys range.</li><li>- To work cohesively with others as part of an inclusive working environment.</li></ul>
Duties and Responsibilities	<ul style="list-style-type: none"><li>- To work closely with the wider team to ensure timely and efficient operating standards are achieved daily.</li><li>- To maintain all QA and food safety requirements.</li><li>- Demonstrate an ability to complete one process of work within one production area.</li><li>- Picking orders for distribution, ensuring exemplary standards of care and attention at all times.</li><li>- Stacking goods safely and ensuring all goods picked and variances are reported on every order.</li><li>- Maintaining a safe, clean working environment throughout the bakery.</li><li>- Taking completed orders to the designated area.</li><li>- Show an understanding of health and safety in the workplace and report accordingly where issues are identified.</li></ul>

Duties and Responsibilities  
(continued)

- To assist delivery drivers in the safe loading and unloading of vehicles in accordance with delivery schedules.
- Demonstrate high standards of personal appearance, hygiene and conduct at all times.
- To take ownership of keeping up to date with all relevant communication and understand where such information can be obtained.
- To take ownership of ongoing training and development through our e-learning platform, iLearn and attend any training courses that may be required within the role.
- Demonstrate good working practices to other colleagues, offering support and guidance to assist their development when required.
- This list is not exhaustive and other additional duties may be requested from time to time at the discretion of Bakery Manager.

Relationships

- Colleagues within the Gadsbys Bakery team.
- Colleagues within the wider organisation which may include Community, Membership, Human Resources, Health & Safety, Learning & Development, etc.

Qualifications and experience

- Previous experience in a similar environment is desirable, however full training will be given.
- Level 2 Food Safety or equivalent is desirable.
- Entry-level literacy and numeracy skills.
- Knowledge of Lincolnshire Co-op and of the Co-operative business model, demonstrating values that would support our purpose and approach.
- Excellent interpersonal skills, demonstrating high levels of professionalism at all times.
- Pro-active, enthusiastic and confident team player who will contribute to the continued success of the Society.