



## Junior Baker

### JOB DESCRIPTION

<b>JOB TITLE</b>	Junior Baker
<b>LOCATION</b>	Column Bakehouse, Devonport Guildhall, Plymouth
<b>HOURS</b>	45 hrs per week (shift work including night time working and weekends)
<b>SALARY</b>	From £16,000 per annum

At RIO (Real Ideas Organisation) we are passionate about solving social problems and work with individuals, organisations and sectors to harness the power of social enterprise to deliver real and lasting social change.

We have a proud track record of setting up and running creative, innovative and award winning social enterprises. From breathing new life into historic buildings, to developing qualifications and even baking artisan bread, our portfolio of successful social enterprises businesses is where we put our theory of change into practice and hone our creative ethical business thinking.

### Column Bakehouse

Specialising in sourdough and artisan breads, we believe that great quality wholesome bread is something to be enjoyed every day, by everyone. Produced using fresh, locally sourced ingredients wherever possible, our award-winning breads are baked in-house, with absolutely no nasties.

### Job Purpose

Working as part of a small team you will be responsible for producing and delivering artisan bread and baked products from our award-winning retail and wholesale bakery within the historic location of Devonport Guildhall, as well as assisting in the production of our onsite catering offer to both corporate clients and visitors.

### Key Responsibilities:

- To effectively produce artisan bread and baked products to meet customer and Bakehouse requirements while following production schedules set out by the Team Leader/Head Baker.
- To bake all products to the standard and specification required, while following existing procedures/guidelines/recipes to ensure consistency and quality of the product at all times

- To deliver wholesale orders across Devon & Cornwall utilising the company Bakehouse vehicle. (Insurance requirements stipulate that drivers must be 25 or over)
- Ensure food safety standards are adhered to and maintained. Be aware of own responsibilities in relation to hazard control, health and safety, and personal and production hygiene. Keep up to date with latest guidelines.
- To select and use appropriate stock, with due consideration for health, safety and hygiene. In doing so, demonstrating awareness of pest infestation, damaged or faulty stock, and 'Best before', or 'Use by' dates and to rotate stock accordingly. To follow stock replacement and ordering protocols.
- To use all equipment and machinery in the correct manner, reporting any problems through the correct channels.
- To operate a 'clean as you go' method of work to maintain safety within the workplace.
- To clean down the whole work area at the end of each shift, using correct products and methods.
- To complete all necessary documentation to comply with technical/production guidelines.
- To greet and serve Bakehouse customers when required, maintaining the expected level of customer service standards as directed by the Team Leader/Head Baker
- To undertake any additional training as required.
- Maintain a smart, clean appearance and wear any uniform/safety equipment as directed.

### **General responsibilities**

- To represent RIO and to understand and talk coherently about RIO service provision in order to influence change.
- To adhere to and uphold RIO's social purpose, strategic aims and policies
- To contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider
- To act with integrity and maintain the highest professional standards at all times
- To meet with individual targets and to ensure those whom you performance manage meet their targets
- To maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this
- To effectively use all RIO reporting and other systems
- A flexible approach is required for the role, as additional, reasonable duties commensurate with the role and as agreed in advance with the Head of Enterprises/Commercial Director/Chief Executive may occur from time to time

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be

changed in the light of experience and in consultation with the post-holder.

Employee Signature:

Date:

Director:

Date:

## PERSON SPECIFICATION

We consider all the following criteria to be essential. Please use the application form to tell us how you meet them.

### Knowledge, Skills and Experience:

Essential:

- Knowledge of, and passion for, Artisan bread production, including working with leavens and natural starters with long fermentation processes
- A flexible and 'hands on' approach in which, where necessary, all staff work at different parts of the enterprise. (This will at times entail lifting, carrying heavy boxes and stacking high shelves).
- An understanding and enthusiasm for the aims, ethics and unique business structure of RIO.
- Ability to work shift patterns, including night working
- Hold current Food Standards certificate and knowledge of safe working practices when working with, storing and baking with allergens
- A full driving licence is considered desirable for this post with the ability to drive class B1/ C1 vehicles.
- Insurance requirements stipulate that drivers must be 25 or over

Desirable:

- Artisan production experience
- Experience of working to production schedules

Competencies:

- A strong empathy with the values of RIO, our vision, and our work with children, young people and the wider community
- Ability to work flexibly
- Accurate and quick worker with attention to detail
- Commitment to working in a diverse team, across cultural and language differences
- Keen to learn and develop
- Determination and grit
- Friendly and open approach to work