# JOB DESCRIPTION

**Post Title: Baker**

**Department: Kitchen**

**Responsible to: Head Baker**

**Supervisory responsibility: Baking Assistant**

**Date of Issue: July 2021**

**Main Purpose of Job:**

The role supports the Head Baker and is responsible for the creation, decoration and presentation of the baked goods; and researching, developing and creating new menu options.

**Duties and Responsibilities:**

**Baking and preparation**

* Preparing, baking and decorating all small baked goods to a high standard
* Merchandising the baked goods
* Engaging the interest of customers to new recipes

**Other Duties**

* Maintaining the high standards of cleanliness in the bakery throughout the shift

**General:**

The following duties are ones which all staff are required to perform:

* Observe health and safety procedures and work safely at all times.
* Contributing to wider organizational development and communications.
* To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
* Undertake any other duties as required by your manager in order to meet the changing needs and demands of BReD.
* Positively and actively promote BReD and its values.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of BReD.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

**Data Protection**

During the course of your employment, BReD is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under BReD’s data protection policy and privacy notice from time to time in force.

**It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.**

**PERSON SPECIFICATION**

The knowledge, skills, and/or ability required to carry out the role effectively (and which may be developed) are listed below.

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| **ATTRIBUTES** | **ESSENTIAL*****These are qualities of the ideal candidate*** | **DESIRABLE*****This information could be used to differentiate applicants.*** |
| **Qualifications** | * Certificate in culinary arts, pastry-making, baking or relevant field
 | * Management qualifications
* Chef de cuisine certification
* Food hygiene and safety standards certificate
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| **Skills & Experience** | * Appropriate experience in a directly related post or relevant alternative experience
* Excellent written and verbal communication skills
* Proven experience of working in a professional high-end baking/kitchen environment
* Experience of managing a small team
* Experience of leading on health, safety and food standards
 | * Experience of working for a small organisation
* Working/cooking within a plant based context
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| **Knowledge** | * Knowledge of the vegan baking market
* Understanding the principles of

developing goods which create ‘interest’* Understands the value of income to a small business
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| **Personal Qualities & Competencies** | * Confident, articulate and proactive
* Calmness under pressure
* Professional and responsible approach
* Outgoing and friendly manner
* Discreet and confidential
* Approachable and adaptable, team player
* Adhere to a vegan lifestyle for duration of employment
* Willingness and ability to undertake appropriate training and development as required
* An effective leader that inspires
* Ability to establish strong working relationships with colleagues and suppliers
* Be able to work efficiently, quickly and manage multiple jobs throughout the day/week
* Be passionate about vegan baking and creating delicious products on a daily basis
* Have high standards in food safety, hygiene and cleaning
* Be a team player that works well with people of varying capabilities
* Willingness to replenish professional knowledge
 | * Willingness and ability to lead the team and be a key part of the business
* A genuine interest into vegan food and the hospitality sector
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Received by:

Name: ……………………………………..

Signature: ………………………………… Date: ……………………………