



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

JOB TITLE: Baker (Bread Production)

RESPONSIBLE TO: Foreman (Bread Production)

KEY PURPOSE: To carry out the duties related to the production and packaging of high-quality Artisan and Bread products and to ensure agreed production is met in adherence to agreed quality standards. To deputise in the absence of the Foreman

JOB OUTLINE:

- To liaise with the Foreman (Bread Production) and assist with planning and organising throughout the day, to meet daily production requirements.
- To assist with monitoring of staff performance and encouraging continuous improvement
- To produce bread and artisan bread products against the daily production plan by undertaking the following:
 - Preparation of product ingredients
 - Operating production equipment as required
 - Packaging products
- To ensure that product quality and consistency standards are met in accordance with the required specification
- To report to management any cases where quality standards are not met (waste, rejects, returns, late delivery, etc.)
- To ensure that health and safety requirements are met and that high food/hygiene standards are adhered to in accordance with HACCP regulations
- To assist the Foreman and Bakery Manager with recipe development and creation through input and collaboration.
- To assist with recommending measures to improve production, equipment performance and quality control to increase the efficiency of the operation, as and where practicable.

- Ensure the proper storage and labelling of raw materials and finished products
- To ensure bakery equipment breakdowns are reported immediately to management
- Assist with handling and checking of bakery stores
- Assist with packaging of products
- To assist with ordering of overseas products
- To ensure communication hand over book is checked at beginning of shift and actioned accordingly, and updated at the end of the shift as and when necessary
- To ensure that cleaning duties are met and are in accordance with Bakery cleaning schedules
- Provide assistance in the Pastry & Cakes section as and when required
- Any other related duties as required by Management.

ADDITIONAL RESPONSIBILITIES:

- To perform deep cleaning duties as per the Bakery Cleaning Schedule as and when required
- To be prepared to work unsocial hours and outside of contracted hours of work as and when required

QUALIFICATIONS:

- The post holder should ideally possess Level 2 Food Safety & Hygiene
- Professional qualification in Baking
- Health & Safety

KEY COMPETENCIES:

- 2-3 years' proven experience as a Baker
- Knowledge of raw materials for dough, dough preparation times and procedures
- Knowledge of recipes and production techniques for bread products
- Knowledge of health, safety and hygiene regulations for food preparation

PERSON SPECIFICATION:

- Ability to multitask and work with a high degree of attention to detail
- Ability to work long and unsocial hours
- Ability to prioritise and meet deadlines
- Is honest and acts with integrity
- Ability to take work in a physically demanding role and environment(hot/humid/dusty) and stand for extended periods
- Ability to work well under pressure and remain calm in stressful situations
- A passion for food and baking
- Creative and innovative
- A high standard of personal hygiene and cleanliness
- Ability to work flexibly as part of a team as well as independantly
- Ability to use own initiative
- Receptive to feedback
- Excellent Interpersonal with good communicative skills (both written and verbal)
- Strong level of accuracy with the Ability to accurately measure ingredients and accurately judge proofing time required by different breads.
- Good listening skills and the ability to understand and follow instructions.
- Good problem-solving skills
- Committed to ongoing learning