



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

JOB TITLE: General Assistant

RESPONSIBLE TO: Bakery Manager

KEY PURPOSE: To carry out day to day duties related to the production and packaging of Bakery products, and an effective cleaning program of the equipment and facilities.

JOB OUTLINE:

- To assist with production requirements
- To liaise with the relevant shift leader for general job allocations and to assist with daily production requirements
- To operate production equipment as required
- To assist with the preparation of product ingredients
- To assist with measuring and mixing of ingredients as per the standard recipe as and when required
- To assist in the use of and operation of ovens
- To grease bread pans for different size of bread
- To place dough into bread pans
- To assist with packaging of products
- To assist with handling and checking of stores
- To carry out cleaning duties in accordance Bakery cleaning schedules
- To ensure that health, safety and hygiene is met in accordance with HACCP regulations
- To ensure health and safety requirements are met within the workplace
- To ensure that product quality standards are met in accordance with the required specification
- Any other related duties as required by Management

Person Specification:

- Is honest and acts with integrity
- Ability to take on physically demanding duties and stand for extended periods
- Ability to work well under pressure
- Ability to multitask
- To be thorough and demonstrate attention to detail
- The ability to work well with others
- Excellent verbal communication skills
- To be receptive to feedback
- The ability to use your initiative

Additional Responsibilities:

To perform deep cleaning duties as per the Bakery Cleaning Schedule as and when required

To be prepared to work outside of contracted hours of work as and when required