



Baker & Confectioner

Job Description and Person Specification

Position	Baker & Confectioner
Responsible to	Catering Manager
Hours of work	Monday – Sunday 2000 hours annually (Flexible to meet business needs) hours may increase
Rate of pay	By negotiation IRO 17-21K

The purpose of this role is to produce high quality bakery products and a variety of confectionary/cake/tray bakes for the Bakery and Café.

MAIN DUTIES

- Ability to bake and cook following recipes
- Ability to assist with expenditure and monitoring of the budget
- Create schedules and routines
- Producing fresh loaves of bread, pastries/confectionary and other baked goods
- Crafting and creating new products
- To support the Catering Manager with planning & costing of menu's and ordering of catering supplies for the café and bakery
- Oversee food preparation and presentation
- To ensure the quality of products produced is of the best quality and meets the agreed specification before being sent out to customers.
- To support the Catering Manager in maintaining the product list and costings
- Ensure and maintain appropriate stock levels and prepared goods
- Maintain adequate supply of all prepared products on hand and ensure the proper storage and refrigeration.
- Keeps waste to a minimum by ordering and utilising quantities and rotating products
- Operate within health, hygiene, food preparation and cooking procedures
- Ensures safe use of kitchen equipment and ensures all HACCP controls are being adhered to, record and monitor working practices and cooking methods, maintaining the 5-star hygiene rating from the Food Standards Agency/Council ratings.
- To ensure cleaning standards are exceptionally high as expected by the company
- Assist with the catering budget by ensuring costs are managed and surplus maintained
- Managing, maintaining and increasing turnover of café / bakery takings
- Liaising with external suppliers / potential customers
- Ability to communicate through active listening, clear and concise direction with positive language and approach

- Ability to communicate and problem solve

Health & Safety

- To ensure that all work by you & the team is safely carried out within 4Eden/EVH/ H&S policy and the Health & Safety at Work Act and other relevant legislation.
- To complete accident/incident forms as required

Relationships & Communication

- To work as an integral member of the team
- To ensure good communication channels with colleagues, customers, suppliers and partners
- Ability to build rapport with the team and the public
- To respect and support all people regardless of nationality, sex, race, colour, ethnic or national origin, culture, age, sexual orientation, marital status or disability including the spiritual and cultural beliefs and wishes.

Early morning starts will be required depending on the demand for products. Additional working hours may be available in current role or other roles within the catering team.

Person Specification

Knowledge	Essential	Desirable
Proven working experience as a baker for at least 1 year	✓	
Knowledge of recipes and production techniques for bread/confectionary and baked goods	✓	
Demonstrated knowledge of and skill in ability to safely and effectively operate standard foodservice equipment	✓	
Understanding of importance confidentiality	✓	

Skills	Essential	Desirable
Experience in working with people with disabilities would be an advantage		✓
Excellent organisational and time management skills	✓	
Multi-tasker		✓
Social media and marketing skills desirable		✓

Personal Qualities	Essential	Desirable
Problem-solving aptitude	✓	
Ability to inspire and motivate	✓	
Innovative	✓	
Flexible approach to working	✓	
Self-motivated	✓	

Education	Essential	Desirable
Up to date with food safety training, training will be updated as required.		✓
Industry qualifications		✓

BENEFITS OF WORKING FOR 4EDEN

- ❖ Enrolment into our **workplace pension scheme** into which 4EDEN contributes 3% of your salary if you meet our qualifying criteria.
- ❖ Enrolment into an **employer paid** healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses and additional benefits for your well-being. With the option to add partner's and free children's cover.
- ❖ Your Birthday off every year
- ❖ NLW payments for each hour of sleep over duty, paid in addition to your salary.
- ❖ Paid travel time between duties
- ❖ Mileage payments when travelling between duties
- ❖ **Every other weekend off**
- ❖ The Care Certificate qualification Qualifications and Credit Framework (QCF) training **employer paid**
- ❖ Your wages BACS into your bank account 3 working days before the end of every month
- ❖ Employee of the month – lucky dip treat
- ❖ Introduce a friend scheme – £100 for you & £100 for your friend (subject to Terms and conditions)

4EDEN works with people who have learning disabilities and/or neurodiversity (autistic spectrum).

The bakery is a social enterprise which operates as a business, has customers and supply chains.

Additionally the bakery offer work experience, work placements, apprenticeships and employment for adults who wish to work in a bakery environment.

We also support our children and young people and actively encourage them to get involved, taste and sample foods during activity sessions at the bakery.

This role is to lead the baked goods and supplies. There is a separate bakery to our prep room.

A mentor is in-place to further support people to achieve their aims of working/ experience.

In this role there is the opportunity to enable people to learn from you, take on tasks that are time consuming or easy to achieve to enable you to spend time doing other products.

Please have a look at our bakery page for some further insights into what we do and feel free to contact Jacqui for further information and a site visit ☺

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