

Overall Responsibilities:	To contribute in the production of bakery products ensuring hygiene and quality standards are adhered to at all times.
Department:	Bakery
Accountability:	
You Report To:	Bakery Team Leader / Bakery Manager
Who Reports To You;	
Cover When Absent:	Appropriately trained and appointed colleague.
Day To Day Activities: -	<ol style="list-style-type: none"> 1. To undertake and assist in the hand crafting of bakery goods as directed by Team Leaders / Bakery Manager. 2. To operate and monitor machinery to form, shape and bake Finished Goods. 3. To correctly transfer within the manufacturing process, all materials and products, and to ensure traceability procedures are followed at all times, 100% compliance with the Stevens System. 4. Assure product quality through process control and faults prevention. 5. Accurately and timely complete all required documentation to enable clear traceability. 6. To ensure that production rates are maintained and that downtime is minimised. 7. To maintain high levels of personal hygiene to ensure production of high quality products. 8. To ensure the hygiene of your working areas meets the sites hygiene standards at all times. 9. To undertake required training to ensure full competency in the job role and to allow for job rotation. 10. To ensure safe working practices are adopted at all times in accordance with Safety, Health and Environmental policies, procedures and legislation. 11. To communicate and update all relevant parties of any issues or changes. 12. To monitor and action all waste control initiatives. 13. To ensure 100% completion of daily rituals. 14. To attend taste panels when required. 15. To support the Improvement Programmes in place. 16. To encourage colleagues to participate and drive continuous improvement in their area 17. To meet daily Key Performance Indicators on a consistent basis 18. Any other duties within the post holder's competence as requested by the Manager.

<u>Behaviour Characteristics</u>		
Commitment:	Belief in own job or role and its value to the organisation, makes extra effort for the Company, though it may not be in own self-interest.	
Communication Skills:	Effectiveness of both oral and written information in individual or group situations.	
Energy:	The ability to create and maintain a level of appropriately directed activity, capacity to work hard, drive and stamina.	
Initiative:	Actively influencing events rather than passively accepting. Seize opportunities when they arise and act on them. Originates action.	
Interpersonal Sensitivity:	Awareness of other people and environment and own impact on these. Actions indicate a consideration for (but not necessarily sympathy with) the feelings and needs of others.	
Planning & Organisation:	Must be effective in planning and organising self and supporting others in order to achieve the business objectives.	
<u>Personal Attributes</u>		
<p>The role holder must consistently adopt a <u>professional and confident approach</u> to their work and when dealing with internal and external customers. They must be <u>self motivated and be a good communicator</u>.</p> <p>They must be a <u>team player</u> who demonstrates a high level of commitment, adopts a flexible, positive and proactive approach, and able to demonstrate tenacity, and assume accountability for their work.</p> <p>The role holder must have the ability to work unsupervised with good time management skills in order to meet tight deadlines, and ensure attention to detail at all times in a fast paced, pressurised and challenging environment.</p> <p>The role holder must have the ability to undertake a range of manual handling duties as part of their normal working duties.</p>		
<u>Factor</u>	<u>Essential</u>	<u>Desirable</u>
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Experience working manufacturing environment ▪ Effective verbal and written communication skills ▪ Problem Solving ▪ Planning and organising ▪ Team working 	<ul style="list-style-type: none"> ▪ experience working in a food manufacturing environment
Qualifications/Education	<ul style="list-style-type: none"> ▪ Demonstrate a good level of English 	<ul style="list-style-type: none"> ▪ Basic Food Hygiene ▪ Basic Health & Safety
Working Pattern	<ul style="list-style-type: none"> ▪ Rota may include early starts, evening, nights & weekend work ▪ Must be flexible 	

Agreed by Employee:

Date:

Agreed by Manager

Date: