



JOB DESCRIPTION

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| Job Title: | Baker |
| Reporting to: | Cafe Manager |
| Hours of work: | 35-40 hours/ 5 days per week (based on variable rota) |
| Duration: | Permanent |

PURPOSE OF THE JOB

To work in our fast paced kitchen in the bakery department to prepare freshly made and delicious homemade bakery items. Food must be produced to a very high standard with excellent presentation.

We are proud to make our bakery products with top quality ingredients and without adding preservatives.

We have a 5* café style kitchen and we have plans to expand our retail range which is sold in our shops.

MAIN DUTIES AND RESPONSIBILITIES

- Prepare food in accordance with Creative Gardens recipes, menus and food policies to ensure we achieve consistency between our 4 cafes. For example making scones, desserts such as pies and crumbles, banoffee, lemon meringue etc, along with traybakes, shortbreads, cakes and prep for the following day.
- To prepare, produce and pack our Made in Our Kitchen products according to our retail range.
- To have excellent attention to detail and presentation skills.
- To follow daily baking lists and prioritise these lists while managing your own time. This might include attending to anything marked urgent and working out oven timings. Communicate with the manager at the end of shift to discuss how the list was completed.
- Be aware and fully understand food allergies and intolerances.
- Follow our tried and tested recipes maintaining the style of tasty food our loyal customers are used to.
- To follow through with any menu changes and recipes, maintaining consistently high standards.
- To help oversee stock rotation and correct storage methods to ensure stock is fresh. To maintain freshness, food in the fridge and freezers should be covered and dated.
- To ensure wastage kept to a minimum. Items required to be wasted should be reported and recorded through our epos till system. This will require the awareness in what is being wasted and communication with the Cafe Manager or Head Chef.
- Communicate effectively with other bakers and the whole kitchen team, including Head Chef and Cafe Manager.
- Be able to work well as part of a team or individually with a self motivated and positive attitude.
- Assist in reporting equipment maintenance issues promptly.



- Assist with ensuring the kitchen procedures and records are maintained to the high standards required, in line with H&S procedures, HACCP plan and in accordance with Environmental Health requirements and legislation. Hygiene practised and cleanliness in the kitchen must be of the highest standard.
- Assist with training new or current staff members.
- Undertake future and refresher training as appropriate.
- Undertake any other reasonable catering duties when required.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.

PERSONNEL SPECIFICATION

| ESSENTIAL CRITERIA | |
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| E1. | Experience: Has at least one-year relevant baking experience in a commercial kitchen environment. |
| E2. | Availability: Available to work from 630am 5 days per week over 35-40 hours, on a rota basis, to include weekends. |
| E3. | Procedures & legislation: Has good knowledge of environmental health procedures, HACCP and relevant written records. |
| E4 | Communication skills: Proficient in both verbal and written communication facilitating clear and effective interaction with staff and management. Has excellent communication skills to help lead and work within a team. |
| E5. | Attention to detail: Maintains high standards across all aspects of the bakery department, including food quality and presentation, hygiene/ cleanliness, health & safety and meticulous approach to tasks. |
| E6. | Adaptability: Demonstrates the ability to adapt to changing circumstances as well as the ability to handle various tasks within a busy kitchen setting. Be able to work well under pressure and manage your time effectively. While still ensuring you achieve high quality products. |
| E7. | Physical Mobility: Capable of performing required tasks such as bending, stooping, lifting heavy objects and standing for extended periods. |
| E8. | Teamwork : Capable of working effectively within a team, being able to work together to complete daily lists and tasks whilst begin able to follow direction by Café Manager or Head Chef. |



| DESIRABLE CRITERIA | |
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| D1. | Holds two or more years' relevant experience within a similar role and setting. |
| D2. | Hold an up-to-date Food Hygiene certificate. |
| D3. | Holds a relevant catering or cooking certificate or qualification. |

ADDITIONAL INFORMATION

Closing date: see website for details. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. The Group reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

Offer of employment:

Please note any offer of employment is subject to, proof of eligibility to work in the UK, medical questionnaire, proof of valid driving licence and proof of any required qualifications.

Reserve list:

A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within six months of the completion of the recruitment exercise.

Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.