



Operations Administrator

Job description

We're a small, but growing, workers' co-op committed to making healthy, hand made, real bread using traditional techniques and high quality ingredients. Our ethics and values are very important to us, and form a solid basis for our decision making. Our aims are to create a sustainable business model that will provide well for our workers as well as delivering high quality products to our customers.

We function as a co-op, with a flat management and flat wage structure - everyone's input is valued and all members and employees have the opportunity to influence the business. We collaborate with and support other businesses and organisations in our local community who care about others and the environment.

This role is for 24 hours each week starting as soon as possible. The regular days of work are Mondays, Wednesdays and Fridays with alternate Saturday mornings. During the week of a Saturday shift you would only need to come in on a Monday afternoon.

We are looking for someone who has the skills to fulfil the responsibilities described below, which outlines the main tasks of the job, but this list is not exhaustive – as a busy, small and growing business we're looking for people who can adapt to changing demands and the tasks that may be required of them. In the initial stage the role will largely comprise the duties given below, but are liable to change with the business needs and your interests within them.

We're looking for people who are interested in co-ops, passionate about good bread and good food in general, and are looking to be part of a busy team who are supportive and excited about what they do. This is a busy role which requires the ability to juggle several different tasks at once, deal with regular interruptions, deliveries and customers, and respond to the day to day demands of customers and staff.

Job purpose

To oversee the day to day administration of the business through the communication, sales/ordering and delivery systems, and help facilitate the smooth running of business by ensuring appropriate policies and procedures are adhered to.

Admin duties and responsibilities

- Maintain day to day administration of the bakery in tandem with other admin workers.
- Administer wholesale orders and customer accounts.
- Prepare for and help co-ordinate delivery rounds.
- Communicate with customers to manage their orders and correct any issues if something has not gone as expected.

- Liaise with suppliers, and place orders as and when required.
- Set up and staff our small bread shop and ensure our office environment is clean and tidy.
- Respond to queries from customers and staff in a timely and appropriate way.
- Attend regular team meetings and take a fair share of the responsibility for associated tasks.

The role attracts an actual salary of £10,246.08 per annum. **We are looking for someone who is available to start as soon as possible or during the week commencing 24th June at the latest.**

We offer a generous holiday entitlement and operate a TOIL scheme for our workers. Food is provided free of charge for all staff during working hours and you will have access to various other discounts and benefits.

We are a [Mindful Employer](#), committed to a positive approach to mental health and wellbeing in the workplace.

How to apply

Please read the job description and person specification, then complete the application form and send it to us at personnel@leedsbread.coop by **5pm on Monday 13th May**. Please note that we do not accept CVs.

Interviews will be held week commencing 20th May.

If you have any further queries, or would like an informal chat about the role, please feel free to contact us by phone on 0113 2625155 or email us at personnel@leedsbread.coop

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