

Co-op Member - Baking Team

Job Description

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation. The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Job purpose

To participate in the collective management and administration of Leeds Bread Co-op, and to ensure all products are made to order, including sourdough, yeasted dough and viennoiserie, in time for deliveries and sales. To work with the rest of the Baking Team and Membership in upholding the duties and responsibilities set out below, including developing the product range, developing production methods, maintaining baking areas, collaborating with other teams, and continually improving.

Baking Team duties and responsibilities

The main duties of the Baking Team include, but are not limited to:

- Hand make all products, including bread and viennoiserie, according to LBC formula and method.
- Produce and follow formula sheets and production schedules that fulfil orders and cover the full duration of production from preferment to baked product.
- Maintain the LBC sourdough culture through regular feeding and temperature control.
- Weigh and mix ingredients and dough both by hand and using mixers.
- Divide, scale and shape dough by hand.
- Manage preferment and dough proof, both ambient and retarded, using the temperature of ingredients, equipment and environment.
- Laminate and shape viennoiserie.
- Bake products using commercial ovens; adjusting temperature, heat distribution, steam and time to suit each product and to achieve consistency.
- Implement quality control checks throughout the entire process.
- Maintain a clean and tidy workspace during shift and clean down at the end of shift in line with Food Hygiene and LBC standards.
- Maintain stock (ambient, chilled, frozen, consumables), inventory and equipment by ordering from agreed suppliers.
- Organise baking areas including stock rotation and storage, and equipment layout.
- Actively seek to consolidate and expand knowledge of bread, viennoiserie and baking, and to bring new techniques and innovations to the Baking Team.
- Communicate effectively to enable an efficient and successful shift, including active listening and giving/receiving constructive feedback.
- Create and update rotas for the Baking Team.
- Hold monthly Baking Team meetings, with facilitation and minute-taking rotating fairly amongst the team.
- Manage baking classes, including developing content and delivering classes.

The baking shifts are scheduled within the hours of 10am-10pm, Sunday to Friday and on one

Saturday a month when there is a market on Sunday (or for one-off events). Usually, there is one Saturday shift from 10am-6pm. There are no night shifts! The baking team manage their own rota and share all shifts equally and on a rotating basis, aiming for each person to have at least one weekend off a month. Currently, a standard day will have staggered shifts of 10am-6pm, 1pm-9pm and 2pm-10pm, but these are subject to change.

Membership duties and responsibilities

You will join as a probationary member, working towards membership of Co-op which involves participation in the general management and administration of the business. The main duties of a Co-op Member include, but are not limited to:

- To make active contributions to collective management functions and processes including Member Meetings and Team Meetings.
- To become part of a multi-task management team, working in a supportive and communicative manner.
- To undertake the core tasks upon which the operation of LBC depends: production, customer service, administration, maintenance/cleaning, deliveries and markets.
- To deal with colleagues, volunteers and customers courteously and helpfully.
- To seek and undertake training and personal development in order to be a more effective member and collective manager.
- To seek and accept responsibility within the co-op.
- To promote worker self-management and co-operative principles.
- To heed, read and listen to communications from other members.
- To work collectively for the good of the organisation and its employees.
- To heed, read, and abide by the rules and policies of Leeds Bread Co-op.
- Any other duties that are reasonable.

We encourage multi-skilled working at Leeds Bread Co-op, and all members are part of a primary team and at least one secondary team. The primary team for this role is the Baking Team and other teams at LBC are:

- Deliveries
- Markets & Bakery Shop
- HR
- Finance
- Site, Maintenance & Cleaning
- Marketing, Education & Community
- Operations & Sales

This role will include participation in and allocated paid time for at least one of the above teams, which is negotiable depending on your interest, skills and experience as well as the needs of the Co-op at the time of application. Please let us know in your application what additional team/s you may be interested in.