

Co-op Member - Baking Team



About Leeds Bread Co-op

We're an independent social enterprise and worker co-op, specialising in slowly fermented, hand-crafted bread.

Leeds Bread Co-op was established in the summer of 2012 by 3 founder members, who were motivated to make great quality, delicious bread made with healthy, well sourced ingredients available to the people of Leeds, whilst creating an ethical and enjoyable workplace that provided good livelihoods to the workers.

As well as making excellent baked goods, we strive for a non-hierarchical workplace where empowerment of staff, care of the community and collective self-reliance are at the core of how we function.

Our aims as an enterprise are:

- To increase consumption, availability and knowledge of real bread.
- To provide an ethical and enjoyable livelihood and workplace to our employees.
- To tread lightly on the environment.

About this role

As a core member of the Baking Team, you will share in the responsibility of ensuring all products are made to order to a high standard, including sourdough, yeasted dough and viennoiserie, in time for deliveries and sales.

This is a fast-paced and physically demanding role - but a rewarding one too. We're looking for someone who is really passionate about and committed to making standout baked goods and to working well in a great team of people.

We are a small team and are looking for someone who is conscientious and well-organised, able to manage their time well and work to schedule, be flexible, responsive and positive, and who is prepared to work hard.

You will join as a probationary member of Leeds Bread Co-op, working towards membership of the Co-op and participation in the overall management and administration of the co-op, as well as the work carried out by other teams within LBC.

Job description

Job title: Co-op Member - Baking Team

Salary: £19,760 pro rata (based on 40hr a week contract)

Hours: minimum 16, max 40 hours per week. Part-time and full-time available.

Duration: Permanent

Holiday entitlement: 31 days (6.2 weeks) including bank holidays pro rata

Pension: 3% employer contribution

Job purpose:

To ensure all products are made to order to a high standard, including sourdough, yeasted dough and viennoiserie, in time for deliveries and sales. To work with the rest of the team in upholding the duties and responsibilities of the Baking Team 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 information given on this job description is intended to provide an understanding and appreciation of the work of this particular role 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.

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-11pm, 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 over 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.

Co-op membership

A co-operative is a group of people that gets together to organise collectively for mutual benefit. As a workers co-op, it's us, the workers, who are the members of the co-op and who control and run the organisation together.

You will join as a probationary member of Leeds Bread Co-op, working towards membership of the Co-op and participating in the work carried out by other teams within LBC.

We encourage multi-skilled working at Leeds Bread Co-op, and all our members are part of their primary team and at least one secondary team. Other teams at LBC are:

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

The duties within a Probationers/Members job description will apply and along with participation in the overall management and administration of the co-op. Attendance at Members' Meetings is expected and will count as paid work time. The following responsibilities also apply:

- 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, 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.