

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 be a socially conscious community bakery for the benefit of Leeds residents.
- To produce real bread in a socially and environmentally responsible way.
- To provide an ethical and enjoyable livelihood and workplace to our employees.

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. The role involves working in all areas of the bakery – mixing, bench and oven shifts.

This role, as do many with in the co-op, also spans other teams. We are looking for someone excited about and confident running educational classes to help us expand our work with our community and build our range of classes.

We are a small team of Bakers 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, who is prepared to work hard, and have fun along the way!

There is also an opportunity for this role to include hours within one or more of our secondary teams (see details in Job Description).

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 directorship of the co-op. We are looking for an individual who is driven and enthusiastic to be an active member in our worker co-op, participating in collective decision making with fellow Co-op Members and getting involved in the bigger decisions of the business!

Job Description

Job title: Co-op Member: Baking Team

Salary: £24960.00 **pro rata** (based on 40 hours/week contract)

Hours: 32-35 hours/week:

- 30 hours/week (approx) Baking (rota of 3 x 8 hour shifts one week, then 4 x 8 hour shifts on alternate week)
- 2 hours/week (approx) Bakery Shop or Markets shift (equivalent to 1 x 8 hour shift every 4-8 weeks)
- *Additional hours above 32 hours/week would be subject to interest in secondary team hours, please see further details below*

Duration: Permanent (*subject to a 4 month probationary period*)

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 patisserie, 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 patisserie, according to LBC formula and method.
- Produce and follow formula sheets and production schedules that fulfill 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 pastries.
- 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, patisserie 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 9.00am-11.45pm, Monday to Saturday (on one Saturday a month when there is a market on Sunday or for one-off events). There are no over night shifts! The baking team manage their own rota and share all shifts equally and on a rotating basis.

Secondary team hours

We have **up to 3 hours a week** additional available for candidates interested and/or experienced in any of the following secondary teams. Please note this is also dependent on staffing levels and business needs at the time of hiring, and may not be guaranteed as part of the contract.

Other teams at Leeds Bread Co-op with hours currently available are:

- Markets & Bakery Shop (*mostly weekend working*)
- HR
- Site, Maintenance & Cleaning

Please get in touch with our HR Team on personnel@leedsbread.coop if you would like further details of responsibilities of any of the team's above.

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.

The duties within a Probationers/Members job description will apply and along with participation in the overall management and directorship of the co-op. Attendance at quarterly 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, Hub 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 promote worker self-management (and co-operative principles).
- To heed, read, and abide by the rules and policies of Leeds Bread Co-op.
- Any other duties that are reasonable.

All Leeds Bread Co-op employees agree to:

- Open, honest and respectful communication, including listening to one another, responding promptly to communications on all workdays, and abiding by our Code of Conduct.
- Understand each others duties and responsibilities and have a holistic view of the business.
- Work with individual initiative, including managing and being accountable for own work.
- Seek and accept a degree of responsibility within and for the co-op, which may include representing a team on the Hub and being a director.
- Accept the evolutionary nature of collective organisations and that decisions and visions will change to meet the current needs of the members, co-op and wider society.
- Support the co-op to develop and thrive by seeking and undertaking training and personal development, and by giving and receiving feedback constructively.
- Work collectively for the good of the co-op and its members.