



Leeds Bread Co-op

Job description: Administrator and HR Assistant

This role is for 24 hours each week starting on 4th February 2019. The regular days of work are likely to be Thursdays and Fridays, along with 3-4 hours of weekend work. The half day needed to make up the remaining hours is open to negotiation and will be asked about at interview. The wage for the role is £8.20p/h – we operate a flat wage structure throughout the business so everyone is paid the same.

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, assist with HR duties, 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 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.
- Administer our staff rotas.
- Process holiday requests.
- Monitor sick leave and maintain appropriate records.
- Co-ordinate volunteer shifts.
- Run payroll.
- Maintain confidentiality and ensure GDPR compliance in the way that personal information is stored and used.
- Assist with implementing HR policies and procedures.