

Job Description

Post:	Bakery Shop Technician
Salary Grade:	Band 7
Responsible to:	Head of department

Key Purpose

To support the commercial operation of the Hospitality Curriculum at Worsley College
To further support student progress within the Curriculum
To participate in appraisal and to undertake staff development activities as appropriate
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or encounter.
To always act in accordance with college policies e.g., Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
To develop a range of relationships with the local community and stakeholders

Duties & Responsibilities

A	To operate and facilitate the bakery shop within the Hospitality department with a range of agreed products and services.
B	To be responsible for the preparation, baking and finishing of agreed products to be retailed in the bakery shop
C	To open and close the shop within agreed opening and closing times and ensure the highest levels of cleanliness are always demonstrated
D	Conduct daily checks on all related equipment within the shop to ensure quality and compliance with food safety standards



E	Assist in the development and testing of new bakery products, including taste testing and recipe modifications.
F	Maintain accurate records of production activities, ingredient usage, and quality control results.
G	Ensure that orders related to bakery production are communicated to the kitchen manager in a timely manner and ensure all orders do not exceed an agreed weekly budget.
H	To operate and facilitate the bakery shop within the Hospitality department with a range of agreed products and services.
I	Ensure adherence to health and safety regulations, including proper sanitation, cleaning, and personal protective equipment (PPE) usage
J	Support inventory management by monitoring stock levels of baking ingredients and supplies and involvement in a monthly stock take.
K	To operate the cash register and handle money in line with the college's financial regulations and procedures.
L	Ensure that the cashing up of takings at the end of each day follow the colleges financial regulations and procedures.
M	Monitor the quality of products within the shop and make suggestions for improvement or development.
N	Attend and Collaborate with the teaching and support team during departmental meetings on a weekly basis

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Level 3 Catering qualification in professional cookery or patisserie	Application / Certificate	A	Level 3 qualification in Patisserie	Application / Certificate
	2	Level 2 Food safety Certificate	Application / Certificate	B	Level 3 or above food safety certificate	Application / Certificate
	3	Level 2 English & Maths	Application / Certificate			
Professional Development	4	Evidence of ongoing Professional Development	Application / Interview			
Experience	5	At least 4 Years experience of working in a food related business or outlet.	Application / Interview	C	Experience in a food retailing outlet or bakery business	Application / Interview
	6	Experience with commercial baking equipment such as mixers, ovens, proofers, and dough dividers	Application / Interview			
	7	Experience of producing a range of bakery and patisserie products	Application / Interview			
	8	Ability to modify or standardise recipes to meet retail specifications, including allergen considerations and nutritional guidelines.	Application / Interview			

Knowledge	9	Knowledge of bakery production processes, recipes, and ingredient handling	Application / Interview	
	10	Knowledge of food safety regulations, HACCP guidelines, and opening and closing procedures	Application / Interview	
	11	Allergen and Nutritional Awareness	Application / Interview	
	12	Trends and updates in the Bakery sector	Application / Interview	
Skills / Qualities	13	Baking Techniques: Proficiency in various baking methods, including dough mixing, proofing, baking, and decorating.	Application / Interview	
	14	Equipment Operation: Ability to operate and maintain commercial baking equipment safely and efficiently.	Application / Interview	
	15	Quality Control: Skilled in inspecting finished products for consistency, taste, texture, and appearance.	Application / Interview	
Attributes	16	Strong interpersonal skills	Application / Interview	



Others	17	A great Communicator	Application / Interview	
	18	Active listening and Patience		
	19	Problem solving abilities		
	20	Attention to detail		
	21	High standards		
	22	A great team player		
	23	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	24	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview	
	25	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment	

