

# Lantern Trading Limited

## Job Description

<b>Position:</b>	<b>Baker / Pastry Chef</b>
<b>Post Reference No:</b>	<b>LTrading00004</b>
<b>Grade:</b>	<b>6:7</b>
<b>Responsible to:</b>	<b>Café Team Leader</b>
<b>Location:</b>	<b>Café / Bakery, New Standard Works, Birmingham</b>

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### Job Purpose

To produce high quality organic and innovative baked and pastry products for the Cafe and Bakery; to meet the customer and wholesale demands and to provide work experience opportunities for students and service users within the Argent College provision.

The post holder is to contribute to the whole life of the company and will be required to carry out your duties at the New Standard Works site and other sites as directed by your line manager, some of which are located a distance from the main place of work.

The post holder will be expected to travel on an occasional basis between sites, and to and from other places as the line manager may reasonably require.

Early morning, evening and weekend working will be required and to meet the demands of the business.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Lantern Trading Limited.

### Main Duties

1. To create high quality baked and pastry dishes, utilising biodynamic, organic or local ingredients, in line with the Food and Nutrition Policy of Ruskin Mill Trust Limited which has been adopted by Lantern Trading Limited.
2. To produce artisan breads, pastries and other baked items, liaising with the café team leader and staff to ensure that supply and demand for patisserie products meet both business need and customer demand.
3. To create new and exciting breads and desserts that engage customer interest and attract sales following both traditional and modern recipes.
4. To produce all baked goods including but not limited to artisan breads and rolls, muffins, laminate croissants and doughnuts.
5. Decorating pastries using different icings and toppings to ensure that presentation is aesthetically appealing.

6. To develop recipes with costings to ensure that the products retail at a cost effective and appropriate selling price to ensure that the Cafe remains economically viable.
7. To be responsible for maintaining a high standard of health and safety and food hygiene including the cleaning of the bakery using environmentally friendly products.
8. To ensure compliance with all other relevant policies, including Manual Handling, and Health & Safety, in those areas under jurisdiction; to include:
  - Regular monitoring and review of potential hazards and risk assessments
  - First Aid procedures and equipment
  - Fire Precaution and equipment
  - Manual Handling assessments
  - COSHH regulations and assessments
9. To be responsible for effective stock control and the safe and hygienic storage of stocks and ingredients ensuring that baking ingredients such as sugar and flour are ordered appropriately.
10. To maintain the upkeep of the ovens and all other bakery equipment ensuring all relevant health and safety procedures are adhered to, and that the bakery is cleaned and maintained to a high standard.
11. To process customer orders and the distribution of pastry products to internal customers through the retail provision and to external customers.
12. To work within defined budgets and to follow the required financial and budgetary reporting requirements.
13. To market, promote and host pastry or other food making courses and events for members of the public.
14. To support the marketing opportunities to promote the Cafe.
15. To provide work experience opportunities for students and service users ensuring that the work they are carrying out supports their individual targets as and when required.

### General

1. To share the Ruskin Mill Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of any person that you come into contact with.
3. To carry out the above duties in accordance with the Ruskin Mill Trust Health and Safety Policy which has been adopted by Lantern Trading Limited.
4. To actively support and promote equality and diversity throughout the company and on the site.
5. To work co-operatively with other staff within the company and the parent company, Ruskin Mill Trust.

6. To comply with all the policies and procedures of Lantern Trading Limited which has adopted the policies of Ruskin Mill Trust including the booklet entitled “Ruskin Mill Trust - Student Protection Policies”.
7. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
8. To be responsible for the care and development for your working area.
9. To attend meetings and supervision as required.
10. To undertake training and development as required by the company. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
11. To undertake work related continued professional development (CPD) as required by the post.
12. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
13. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

#### **Staff Management and Supervision**

The Baker / Pastry Chef has no direct line management responsibility but may be required to manage other staff as required.

#### **Liaison**

To liaise with all staff employed by Lantern Trading Limited, its parent company Ruskin Mill Trust Limited, professional bodies, external consultants, and any outside bodies as and when required.

#### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

**Position:** Baker / Pastry Chef

The following are the criteria that will be used for Shortlisting

## **Experience, Knowledge and Skills:**

- Appropriate experience of operating in a similar role
- Skilled Baker / Pastry Chef
- Food Hygiene certificate
- Experience of budget management and cash handling (desirable)
- Experience of managing a diverse workload and meeting strict deadlines
- Outstanding interpersonal skills
- Well organised
- Able to work to deadlines
- Good eye for detail
- Adaptable
- Shows Initiative
- Well versed in culinary arts

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

<b>Training or Qualification</b>	<b>Name</b>	<b>Timescales for completion</b>	<b>Length of programme</b>
<b>Qualifications / Training</b>	Induction programme	Within first 2 weeks of employment	2 week programme
	Food and Nutrition training programme	At first available opportunity	Variable
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable