

Ruskin Mill Trust (the Trust)

Job Description

Position:	Baker/Sous Chef
Field of Practice:	Practical Skills & Therapeutic Education (Field 2 & Field 3)
Post Reference No:	RMT101199
Grade:	6:7
Responsible to:	Café and Hospitality Manager
Location:	Café / Bakery, New Standard Works, Birmingham

Job Purpose

To work with College Students to produce small batch quantities of high quality organic and innovative baked and food dishes for the Cafe and Bakery; to meet 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 Ruskin Mill Trust.

Main Duties

1. To create high quality and innovative dishes, utilising biodynamic, organic or local ingredients, in line with the Food and Nutrition Policy of Ruskin Mill Trust Limited.
2. To produce a small quantities of artisan breads, and other food dishes, liaising with the Café and Hospitality Manager and staff to ensure that supply and demand meets both business need and customer demand.
3. To create new and exciting breads and dishes that engage customer interest and attract sales following both traditional and modern recipes.
4. To produce baked goods including but not limited to artisan breads and rolls, muffins, croissants and doughnuts.

5. To lead the Café team when requested.
6. To deliver relevant qualifications as necessary in line with student pathways and aspirations.
7. To record and report on student progress in accordance with their individual targets.
8. To create innovative food dishes that utilise seasonal ingredients.
9. To oversee and organise kitchen stock and ingredients ensuring that where possible biodynamic and organic products ensuring that presentation is aesthetically appealing.
10. 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.
11. To be responsible for maintaining a high standard of health and safety and food hygiene including the cleaning of the bakery/food preparation areas using environmentally friendly products.
12. 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
13. 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.
14. 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.
15. To process customer orders and the distribution of artisan food products to internal customers through the retail provision and to external customers.
16. To work within defined budgets and to follow the required financial and budgetary reporting requirements.
17. To market, promote and host food making courses and events for members of the public.
18. To support the marketing opportunities to promote the Cafe.
19. 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.
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 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 / Sous Chef has no direct line management responsibility but may be required to line manage staff as required.

Liaison

To liaise with all staff employed by the Trust, 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 / Sous 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 / Sous 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

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	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