

Position Description



POSITION TITLE:	Baker - Supervisor	
DEPARTMENT:	Cultivate Food & Beverage	
RESPONSIBLE TO:	Bakery Operations Manager	
DIRECT REPORTS:		
EMPLOYMENT TYPE:	Full Time	
LOCATION:	Lobethal and Salisbury Site and other Hospitality sites	
<input checked="" type="checkbox"/> National Police Check	<input type="checkbox"/> WWCC	<input type="checkbox"/> NDIS Worker screening
<input checked="" type="checkbox"/> Medical	Proof of full COVID-19 vaccination or an acceptable medical exemption	

Cultivate food & Beverage is a Social Enterprise firmly set in the fabric of food and Beverage manufacture in South Australia. Cultivate endeavours to deliver products created with care for customers who are focussed on maximising their efforts towards positive social impact. We take pride in our efforts to strive for best-in-class implementation of environmental sustainability practise, not only looking to improve the lives of others but also the environment that we live and work in.

Our purpose is to deliver quality food and beverage products while scaling social impact. Catering to the needs of our clients starts with a state-of-the-art kitchen and production facility. Then we add our most important ingredient — the people who work in it. At Cultivate, we recruit budding chefs, bakers and food handlers and instil in them a pinch of purpose, a dash of pride and more than a splash of passion. That's our recipe for success.

POSITION SUMMARY:

As a Bakery Supervisor, you play a crucial role in overseeing the daily operations of the bakery during operational hours. Your responsibilities include managing a team of bakers, ensuring the production of high-quality baked goods, and maintaining a clean and organized work environment. This role demands a combination of leadership skills, baking expertise, and operational efficiency to meet customer demands and uphold the bakery's standards

KEY RESPONSIBILITIES:

- Monitor the production and storage of bakery products
- Ensure that Health and Safety requirements are maintained
- Ensure Food Safety requirements are met
- Supervise and lead a team of bakers, providing guidance, support, and training as needed
- Foster a positive and collaborative work environment, promoting teamwork and effective communication
- Keep up to date with new products and baking techniques

- Maintain accurate records and paperwork
- Conduct regular quality checks on ingredients and finished products
- Assist in developing and implementing quality assurance procedures
- Participate in the production and finishing of baked goods.
- In consultation with the Management team optimize workflow and production processes for efficiency and cost-effectiveness
- Ensure that all bakers follow recipes accurately, maintaining the integrity of the bakery's products

Risk, Health, Safety, Quality & Environment:

- Report all occupational health & safety incidents immediately to the Manager of Food Safety and Quality.
- Comply with Bedford Group Risk Management, Quality Assurance, and Health, Safety, and Environment management systems, including statutory obligations.
- Promote a positive WHS&QA/Food Safety culture in the workplace.

KEY CHALLENGES:

- Maintain the digital platform for storing Food Safety and WHS information.
- Maintain production requirements to the food safety management plan.
- Uphold a high-performing culture that prioritizes safety and associated initiatives in all workplace operations.
- Monitor weekly/fortnightly/monthly safety awareness programs.

SKILLS/ATTRIBUTES:

Personal Attributes

- Operate with Authenticity and aim to always engage positively to ensure the best possible outcomes.
- Driven by success and enjoy the opportunity to mentor and engage with the operational team.
- Demonstrated ability to work autonomously with a high degree of motivation, energy, initiative, and commitment, with the capacity to deal with multiple and often conflicting priorities.
- Be inquisitive and look to understand processes from all angles, regardless of the service stream.
- Able to work effectively with people from diverse national, cultural, linguistic, and religious/spiritual backgrounds and to deal with sensitive issues in a manner that is respectful of people's individual dignity, cultural values, and religious beliefs.

Essential Skills and Qualities

- Qualified Baker with at least 8 years' experience.
- Previous experience from a large scale FMCG/Food production operation is essential.
- Knowledge of HACCP CODEX Alimentarius 2020.
- Senior First Aid is highly regarded.
- Driver's License.
- Cleared to work (National Police Clearance).

- Schedule staff shifts
- Train and mentor new staff
- Resolve Non-conformance reports
- Ensure compliance with health and safety regulations
- Ensure compliance with Food safety regulations

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the Work Health and Safety Act 2012 (SA), Return to Work Act 2014, and the National Disability Insurance Scheme Practice Standards (the NDIS Practice Standards).