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| ROLE PROFILE | | | |
| Job title | Advanced Jelly Operative – Baker | Date | 2025 |
| Business | Savoury Pastry – Walker & Son | | |
| Department | Operations (Jelly) | | |
| Location | Madeline Road, Leicester | | |
| ROLE SUMMARY | | | |
| To ensure that all products are baked in line with food safety and compliance, as detailed in the line manual and quality assurance manual. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Shift Manager | | |
| Direct & indirect reports | No | | |
| Key internal stakeholders | All operational departments | | |
| Key external stakeholders | Retail customers & consumers | | |
| SKILLS & ABILITIES | | | |
| * Responsible for baking products in both the travelling oven and rack oven, in line with the production plan and critical control points. * Ensure that the oven is prepared and set up for baking daily. * Use a probe to ensure that product has reached the correct temperature. * Responsible for making up tags for the finished product and recording the batch on them. * Make decisions regarding the cook, having the ability to alter the oven settings where required (for example, if the product is too dark or light). * Escalate any major deviations to the Team Leader. * Ensure that any traceability paperwork is conducted accurately. * Handle hot products and hot racks, including loading and unloading ovens. * Monitor the baking process, ensure baking standards are achieved (quality and food safety) * Ensure full compliance of bakery standards. This including health and safety, food safety and technical compliance. * Oven baking program set up. * Transfer baked products to the blasters or designated storage rooms, refrigerated or ambient. * Impute baking detail into Redzone (use iPad application) | | | |
| KNOWLEDGE & UNDERSTANDING | | | |
| * Generally, works within set operating procedures but can make decisions from acceptable options. * Required to source, collate and interrogate information both within own job area and across other functions. At times, also required to allocate tasks and instruct others. * Undertake a range of diverse tasks which are complicated in nature. Required to switch between tasks frequently. | | | |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE | | | |
| * Experience of working within a manufacturing, production or factory environment. Previous experience of working within the food industry is essential. * Ability to organise and co-ordinate multiple tasks. The ability to collate, interrogate and record information necessary for the correct recording for traceability/food safety records * Improving efficiencies through smarter working, cost reductions, waste reduction. * Knowledge of products, processes and procedures within relevant area * Commercially aware with some understanding of unit costs/yields * Good problem solver with ability to make decisions within own remit and initiative to resolve issues. * Ability to communicate effectively with all levels * Quality minded with a high degree of accuracy, and able to work under pressure * Flexible approach to working patterns and able to react to production changes * Good organisational skills with the ability to work to strict deadlines   A thorough and methodical approach to tasks | | | |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS | | | |
| Competency | Descriptors | | |
| Values People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. | | |
| Customer Focus | Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers. | | |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our Purpose Statement and Company Values. | | |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs. | | |
| Initiative & taking ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with our Purpose Statement and Company Values. | | |