

Loaf Social Enterprise
1421 Pershore Road
Birmingham
B30 2JL

Job Description: Co-op Member – Area of work: Shop

Role outline:

This role entails the day to day running of our bakery shop. In the shop, you will be the primary co-op member responsible for the management of the shop, supported by the rest of the team. Duties will include preparing lunches, serving bakery and other products, operating the till, re-stocking shelves, cleaning, cash handling, managing orders and emails, and social media marketing.

You will need to maintain health and hygiene standards for the shop, including proper record keeping and allergen management. There is also the opportunity for the interested candidate to plan weekly lunch menus, assist with preparation for bakery shifts – particularly shaping doughs – and to get involved in the production of cakes and pastries – training will be offered.

You will be a primary contact for visitors to Loaf, representing the business, communicating our values and connecting the bakery with our customers.

As a workers cooperative, all team members at Loaf are encouraged to have input into the running of the company, therefore the successful candidate will be expected to be an integral part of the small team at Loaf HQ, and embody the values of Loaf in the way they apply themselves to the job. After a successful six month probationary period, the individual will be asked if they would like to become a full member and director of the cooperative.

Essential skills & experience:

- Experience in a commercial food service environment
- Experience of till work and basic cash handling
- Experience delivering excellent customer service
- Proven passion and enthusiasm for and knowledge of good food
- Highly organised with good time keeping skills
- Self-motivated and able to take the initiative
- Demonstrate an understanding of Loaf's values
- Ability to work as part of a small team

Desirable:

- Food hygiene qualification – Level 2 or above
- Experience or strong interest in baking bread, pastries and or cakes
- Catering experience

Main Duties and Responsibilities:

- Main co-op member with responsibility for managing and maintaining the shop.
- Preparation of daily lunches for the Loaf bakery shop.
- Management of the shop space when on shift – stocking shelves, cleaning, serving at the till, cashing up etc.
- Dealing with pre-orders.
- Management of the shop space when on shift – including COSHH and HACCP compliance.
- Regular cleaning of the shop and the rest of the building as required.
- Mentoring and some training of other team members as applicable.
- Contribution to team meetings and company development.

- Any other duties as required to assist in the smooth running of Loaf.

Hours and Pay:

The role will be salaried at £18,525/annum (£9.50/hour) based on a 37.5 hour week, this is our current flat rate of pay, though this is reviewed annually. We are a Real Living Wage employer.

Hours of work for this position are across Monday-Saturday. Shop shifts are a combination of the following: 9am-5pm or 6pm, 11am-5pm or 7pm, Wednesday-Friday and 7am-2pm on Saturday. Cleaning shifts are by arrangement. Weekly meetings are Monday morning.

We will consider job shares.

The rota is prepared in advance and according to availability as far as possible.

Annual leave allowance is 30 days per year (pro rata and inclusive of bank holidays). Some of this allowance must be taken during HQ shutdown which occurs around Christmas and New Year.

Loaf Social Enterprise Ltd, 2021