

Job Description: Shop and Cookery School Assistant

Role outline

The shop and cookery school assistant will work with the whole team to serve bakery products, lunches and hot drinks in the shop and assist on cookery school courses. In the cookery school, duties include assisting on a range of courses to help organise the room, refreshments, supervise cooking, cleaning, and helping maintain health and hygiene standards during and between courses. In the shop, duties will include preparing lunches and hot drinks (training will be given), and serving bakery and other products, operating the till, re-stocking shelves, cleaning, and start and end of day cashing up duties. This is a fast-paced role and you'll spend a lot of your time on your feet. A variety of other duties like contributing to the administrative side of the business and helping the bakery team may also come up, depending on the interests and availability of the successful candidate.

Loaf is governed by the principle of promoting real food and healthy living in Birmingham, and build community through food. As a workers cooperative, all team members at Loaf are encouraged to have input into the running of the company, therefore the shop and cookery school assistant 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.

Workers can apply for full membership of the co-operative after successful completion of a 6 month probationary period. As such, this position does not offer a route to full membership. However, any opportunity to extend the contract or offer a permanent position will be discussed with six weeks notice, and time worked on the temporary contract will stand as your probationary period.

Main Duties and Responsibilities

- Preparation of lunches and hot drinks in the Loaf bakery shop.
- Management of the shop space when on shift - stocking shelves, cleaning, serving at the till, cashing up etc.
- Assisting in all aspects of running courses in the cookery school - preparing for courses (food preparation and weighing out, laying out equipment etc), serving drinks, helping students when required, and cleaning and clearing up.
- Co-management of the cookery school space when on shift - including COSHH and HACCP compliance.
- Contribution to team meetings and company development.

Experience and qualifications

- Interest in great food and Real Bread. (Essential)
- Experience delivering high quality customer service. (Essential)
- Experience with handing money and cashing up procedures. (Essential)
- Food hygiene qualifications. (Desireable)
- Experience working in a retail/production food business. (Desireable)

Hours and Pay

Hours may be between 10 and 16 hours per week, depending on the successful applicant's availability. Shop work is every Saturday and occasional weekdays. Cookery school work is either Saturday or other weekday daytime, or weekday evenings (usually Tuesday or Wednesday).

The shop and cookery school assistant will be salaried initially at **£14,917.50 pa pro rata** (£7.65ph equivalent) for the first six months, with a potential pay upgrade as a recognition of becoming a full cooperative member after a six month probationary period - should the 6 months temporary contract be extended to permanent.

Loaf Social Enterprise Ltd, 2015

Shop opening hours are 12-6.30pm Tuesday to Friday, and 8.15am-1pm Saturday. Cookery School opening hours vary, but are generally Tuesday to Thursday 9.30am-5pm OR 6.30pm-10.30pm and Saturdays, 9.30am - 5pm.

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