

The Black Cat Cakery

Job Title: Bakery Supervisor
Location: Ardwick, Manchester
Reporting to: Business Owner
Hourly Rate: £8.75
Hours: 5 days a week, usually 7:45am - 17:15, Mon – Fri or Sun – Thurs. Some flexibility required, mainly to cover periods of annual leave and sickness. Please note that the Cakery is operational on most Bank Holidays

Job Summary: The Black Cat Cakery is a small independent wholesale cake bakery run by the two founding partners supplying primarily vegan baked goods to outlets across Manchester. The Bakery Supervisor role covers a wide-range of responsibilities including, but not limited to:

- Supervision of up to three bakers
- Baking of cakes, flapjacks and brownies
- Making bulk batches of buttercream icing and taste checking
- Icing and decorating cakes to a high standard
- Packaging and wrapping cakes and tray bakes
- Processing of customer orders and queries
- Invoicing
- Producing daily baking schedules
- Delivery of baked goods in the company van
- Opening and setting up the bakery
- Keeping work surfaces and floor clean and clear of clutter after each set
- Writing out cake labels and dates accurately and neatly
- Deep-cleaning the premises at the end of each day
- Being the first point of contact for all visitors to the Cakery

The Black Cat Cakery prides itself on producing baked goods of the highest quality. As such the job holder will be expected to work to a high standard and ensure that the rest of the team do too.

The postholder will complete a ten-week probationary period with fortnightly assessment. For the first six weeks in post the Bakery Supervisor will work closely with one or both of the business owners, after which they will be expected to work unsupervised.

Essential Criteria

- Experience of baking cakes in a commercial environment
- Full Clean Driver's licence
- Able to multitask and keep track of several different tasks at any given time
- Expert in icing cakes beautifully, consistently and quickly to a high standard
- Calm and rational decision maker under pressure

- Punctual
- Excellent written and verbal communication skills as well as neat handwriting for label writing and for piped writing on occasion cakes
- Respectful and personable attitude toward co-workers and employer
- Able to work speedily
- Able to work tidily
- Able to lift and manoeuvre heavy items (up to 25kg) throughout the day
- Able to work long stretches at a time in a small, often hot environment
- Good working knowledge of allergens and means of keeping risk of cross-contamination low to non-existent
- Able to accurately set and monitor timers and check cakes to make sure they are baked to perfection
- Excellent personal hygiene
- Computer literate with a good working knowledge of Microsoft Office, Gmail, Google Docs, Google Spreadsheets etc
- Experience of processing customer orders and reviewing them to produce detailed, accurate baking schedules.
- An exceptional eye for detail and high standards

Desirable Criteria

- Experience of managing/supervising a small team
- Experience of baking flapjacks and brownies in a commercial environment
- Experience of dealing with customer queries and complaints
- Food and Hygiene certification
- First Aid training
- Experience of working with accounting software such as Clearbooks