

About us...



The town of Southwell in Nottinghamshire is the original home of Gadsby's bakery and where all of our delicious bread, rolls, cakes and confectionery are still made today. Whilst the bakery has grown and expanded to meet the demands of modern day retailers, you can still find the same traditional values laid down by Ron Gadsby which underpins the foundations of our business.

Essential Information – what you need to know

Job purpose:

- Supporting the smooth running of the bakery by preparing, picking, and packing products to high standards.
- Maintaining hygiene, food safety, and quality standards at all times.
- Working as part of a team to meet production targets in a fast-paced environment.

You'll report to:

- Gadsby's Bakery Manager

Your hours

- 40 hours per week (FTE)

Your relationships:

- All colleagues from within the Gadsby's Bakery team
- Customers, clients, suppliers and stakeholders from local community groups.

What you'll bring to us:

- A strong understanding of safe working practices, with the ability to follow procedures confidently and consistently in a high-risk environment.
- Good interpersonal and communication skills, with a team-focused attitude and the ability to contribute positively to a busy production setting.
- The confidence to speak up when something isn't right, ask questions or suggest improvements, knowing your input matters.
- A pro-active and adaptable approach – willing to take responsibility, solve problems on the spot and support others without being asked.
- The ability to work well under pressure, managing time effectively while maintaining high standards of quality, cleanliness and consistency.
- A commitment to continuous learning, whether you're being trained in a new task, learning to use equipment safely or understanding the reason behind process changes.
- A sense of ownership for your area, keeping it tidy, organised and audit-ready throughout the shift.
- A Level 2 Food Safety qualification, plus any experience in food production, retail, or logistics would be an advantage, however full training will be provided.

Together we are...



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities:

- Picking and preparing bakery products carefully to meet the Society’s agreed quality and safety standards.
- Packing products into trays, cartons or flowrap with accuracy while following set packing instructions.
- Checking the size, weight, and overall presentation of each product before final packing and despatch.
- Labelling items clearly with batch codes and dates to ensure compliance with traceability regulations.
- Recording accurate production data, including batch numbers, quantities, and timings, for quality assurance purposes.
- Monitoring product quality on the line and immediately reporting any defects or irregularities to supervisors.
- Meeting daily production targets by working efficiently while maintaining excellent hygiene and safety standards.
- Rotating between packing and production tasks to support smooth operations across the bakery facility.
- Cleaning work areas, machinery and equipment regularly to ensure safe and hygienic working conditions.
- Disposing of packaging, ingredients and waste materials safely in line with food safety procedures.
- Operating flowrap machinery correctly, carrying out basic checks, and escalating faults when they occur.
- Handling ingredients and finished products with care while adhering to manual handling safety guidelines.
- Assisting colleagues when needed to maintain steady workflow and achieve shared team production goals.
- Communicating effectively with supervisors to receive instructions, raise issues, and ensure tasks are prioritised.
- Remaining flexible and adaptable to changing production schedules, product ranges, and bakery requirements.

Together we THRIVE...



- **Trustworthy** – we do what we say we'll do and trust others to deliver to the best of their ability
- **Helpful** – we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** – we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** – we role model what good looks like and lead by example to be better.
- **Valued** – we recognise achievements and appreciate everyone's contributions.
- **Empowered** – we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

<p>I will be trustworthy by:</p>	<ul style="list-style-type: none"> - Following food safety and hygiene standards consistently. - Completing tasks accurately and on time. - Taking responsibility for personal safety and that of others. - Handling products with care to maintain quality.
<p>I will be helpful by:</p>	<ul style="list-style-type: none"> - Supporting colleagues to meet production targets. - Assisting with cleaning and tidying shared areas. - Sharing knowledge with new starters once trained. - Offering help when others need extra support.
<p>I will be respectful by:</p>	<ul style="list-style-type: none"> - Listening to instructions and following processes carefully. - Valuing team contributions and working cooperatively. - Treating equipment, products, and facilities with care. - Respecting health and safety rules at all times.
<p>I will inspire others by:</p>	<ul style="list-style-type: none"> - Demonstrating a strong work ethic and positive attitude. - Encouraging teamwork and supporting a culture of high standards. - Showing flexibility by adapting to different tasks when needed. - Taking pride in delivering products customers can trust.
<p>I will value people by:</p>	<ul style="list-style-type: none"> - Recognising the importance of each colleague's role in production. - Appreciating feedback to improve personal performance. - Celebrating team achievements when targets are met. - Contributing to a positive and supportive working environment.
<p>I will empower others by:</p>	<ul style="list-style-type: none"> - Taking initiative to resolve minor issues quickly. - Suggesting improvements to processes or practices. - Using training to work confidently and safely. - Taking ownership of personal development and skills.