

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:

- Leading the daily operations of the packing team, ensuring that all products are accurately picked, packed, labelled and dispatched in line with schedule and standards.
- Managing team performance, upholding food safety and hygiene requirements and supporting a smooth production-to-dispatch process.
- Completing documentation and helping to embed consistent, high-quality packing practices that meet customer and operational needs.

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 Level 2 Food Safety qualification and a clear understanding of hygiene and food safety standards, especially in chilled or ambient packing environments.
- Previous experience in a food packing or distribution setting, with the ability to confidently lead or co-ordinate a small team.
- Strong organisational and planning skills, with the ability to maintain packing flow and respond effectively to changes in volume or priority.
- A calm, structured approach to managing deadlines and resolving minor issues before they become delays.
- Good verbal and written communication skills, with the confidence to lead briefings, complete records and liaise with other teams.
- Confidence in checking packing accuracy, shelf life and labelling, with the ability to coach others to follow high standards.
- An eye for detail, with the ability to spot and correct packing errors, assess product quality and uphold traceability standards.
- A team-focused attitude and the ability to set a helpful, reliable tone within the packing area.
- A flexible and proactive mindset, ready to adapt to changing needs, support the wider team, and take ownership of packing tasks.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

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

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| <p>Your duties and responsibilities:</p> | <ul style="list-style-type: none">- Leading daily packing operations, ensuring all products are picked, labelled and packed accurately and on time.- Assigning and monitoring packing tasks, maintaining a steady workflow and adapting quickly to changing production needs.- Checking and completing packing documentation, including date and packaging codes, labelling traceability sheets and dispatch summaries.- Maintaining hygiene and food safety standards, including allergen controls, temperature checks and visual inspections.- Overseeing product quality checks before packing, including visual presentation, packaging integrity and correct labelling.- Supporting team briefings and daily handovers, ensuring packing priorities, safety standards and performance expectations are clearly communicated.- Training and mentoring packing operatives, helping new or less experienced colleagues develop competence and confidence.- Monitoring stock levels of packaging materials and consumables, escalating replenishment needs to avoid disruption.- Conducting and recording checks related to weights, packaging and shelf life verification.- Ensuring traceability by verifying date codes, allergen declarations and accurate labelling across all packed goods.- Assisting with audit readiness, making sure all packing processes, records and areas meet internal and external standards.- Promoting safe systems of work, including correct PPE, safe lifting and manual handling practices within the packing zone.- Escalating packing or product issues, liaising with supervisors or production teams to resolve quality or supply discrepancies.- Supporting waste reduction, ensuring efficient use of materials, correct disposal and minimising unnecessary repacking.- Maintaining a clean and organised work area, ensuring the packing space remains audit-ready and safe at all times.- Organising the workload for colleagues to ensure on-line periodic training is completed in a timely manner.- Supporting with the induction of new colleagues, ensuring they are introduced to the site appropriately, a detailed tour is completed and relevant new to site paperwork is completed.- Conducting return-to-work meetings, informal one-to-ones and coaching discussions with colleagues when needed, escalating where appropriate.- Managing unforeseen problems with packing and dispatch to ensure consistency of workflow at all times. |
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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.

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| I will be trustworthy by: | <ul style="list-style-type: none">- Leading consistent packing operations that meet all quality and safety standards.- Completing accurate records to support traceability and audit readiness every time.- Taking ownership of area hygiene, labelling and product presentation checks.- Escalating issues promptly with clarity and attention to critical detail. |
| I will be helpful by: | <ul style="list-style-type: none">- Supporting team members during busy shifts with calm, hands-on guidance.- Sharing knowledge on packing tasks, materials, and documentation requirements.- Stepping in where needed to maintain efficiency and daily output.- Encouraging positive teamwork and flexible support across the department. |
| I will be respectful by: | <ul style="list-style-type: none">- Treating everyone fairly and communicating clearly across all shift patterns.- Listening to feedback and offering guidance in a constructive way.- Showing patience when training less experienced or new colleagues.- Maintaining a respectful, inclusive and well-organised team environment. |
| I will inspire others by: | <ul style="list-style-type: none">- Leading by example with attention to detail and time management.- Staying composed and proactive when priorities change at short notice.- Encouraging high standards through positive reinforcement and visible commitment.- Motivating others to take pride in clean, accurate packing work. |
| I will value people by: | <ul style="list-style-type: none">- Recognising team contributions and sharing credit for daily achievements.- Celebrating improvements in quality, speed or team collaboration.- Taking time to thank others for their hard work and care.- Building a team culture where everyone feels noticed and appreciated. |
| I will empower others by: | <ul style="list-style-type: none">- Making confident decisions to maintain flow and meet dispatch deadlines.- Suggesting small improvements that enhance speed, quality or packing safety.- Taking initiative to solve problems without waiting for instruction.- Leading your team with clarity, fairness and day-to-day accountability. |