

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:

- Playing a vital role in ensuring the smooth running of our bakery operations by completing specific production tasks to a high standard.
- Helping to maintain safe, clean and efficient working conditions while supporting colleagues in delivering consistent, quality baked goods.

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.



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...

Your duties and responsibilities:

- Maintaining QA, hygiene and food safety standards in your production area, ensuring your workspace and tasks meet compliance expectations.
- Completing and understanding assigned production processes or tasks reliably and accurately, such as dough mixing, shaping or packaging.
- Working collaboratively with your team in a helpful, inspiring and trustworthy manner by supporting colleagues and contributing to a positive work environment.
- Complying at all times with health and safety requirements, including correct PPE usage and adherence to safe systems of work.
- Following all relevant Society policies, procedures and legal requirements related to food safety, hygiene attendance, and conduct.
- Undertaking any other lawful and reasonable duties as requested by the Society.
- Monitoring ingredient expiry dates and reporting any issues to reduce risk and waste.
- Recording production output, variances or quality issues to support traceability and compliance.
- Cleaning workstations, tools and floors to meet high hygiene standards and avoid cross-contamination.
- Restocking ingredients and packaging materials to maintain an efficient production flow.
- Weighing and measuring ingredients precisely to meet recipe and portion standards.
- Operating basic production equipment safely after training, while following daily checks and operating procedures.
- Assisting with basic quality checks and escalating any concerns to your line manager.
- Adhering to allergen control and segregation procedures to prevent contamination risks.
- Reporting hazards, near misses or defective equipment promptly to prevent accidents or product issues.

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.

I will be trustworthy by:

- Following recipes, processes and safety rules exactly every time.
- Taking ownership of tasks and completing them without reminders.
- Reporting issues honestly and as soon as they arise.
- Keeping work areas clean and safe for the next person.

I will be helpful by:

- Offering support to teammates when production gets busy.
- Sharing knowledge with new starters to help them settle in.
- Swapping shifts or tasks when others need flexibility.
- Checking in with colleagues who look like they're struggling.

I will be respectful by:

- Listening to everyone's ideas during team briefings.
- Respecting other people's working space and tools
- Being polite and professional, even under pressure.
- Following hygiene rules to protect both colleagues and customers.

I will inspire others by:

- Setting a great example by always being prepared and focused.
- Encouraging others to take pride in clean, high standards.
- Staying calm and motivated, even during difficult shifts.
- Being first to volunteer when extra help is needed.

I will value people by:

- Thanking teammates for their help and hard work.
- Praising someone when they do a task really well.
- Noticing and celebrating improvements or effort made.
- Sharing feedback that helps the whole team grow.

I will empower others by:

- Taking responsibility for learning new tasks or machinery.
- Suggesting ideas for improving production or safety routines.
- Feeling confident to speak up when something feels wrong.
- Asking questions to understand why a task matters.