

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:

- Maintaining and upholding the highest standards of cleanliness and hygiene across all bakery production areas, ensuring a safe, sanitary, and compliant working environment that supports efficient and quality food production.

You'll report to:

- Gadsby's Technical 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 practical understanding of cleaning methods and how they impact food safety and quality.
- The ability to follow detailed hygiene schedules and standard operating procedures accurately every day.
- A proactive attitude towards maintaining a clean, safe, and compliant environment in a busy production setting.
- A strong sense of responsibility and reliability to complete tasks thoroughly and on time.
- Good communication skills, enabling you to report issues clearly and work effectively with the wider team.
- A willingness to learn and develop your knowledge of food hygiene, health and safety standards, and cleaning best practices.
- Flexibility and adaptability to work varied shifts and respond to changing production needs.
- A Level 2 Food Safety qualification is desirable, however full training and support will be provided.
- A positive, team-focused approach, showing respect for colleagues and a readiness to help where needed.
- Awareness of health and safety risks related to cleaning chemicals and equipment, using PPE correctly at all times.

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...

<p>Your duties and responsibilities:</p>	<ul style="list-style-type: none"> - Completing all daily, weekly, monthly and deep-clean hygiene schedules to ensure every area of the bakery meets or exceeds required standards. - Thoroughly cleaning and sanitising production lines, equipment, work surfaces, walls, floors, and communal areas, following detailed cleaning protocols. - Managing waste collection and disposal responsibly, segregating waste correctly to comply with health, safety, and environmental regulations. - Maintaining cleanliness and orderliness in staff areas, corridors, toilets and locker rooms, supporting overall site hygiene. - Assisting with scheduled deep cleaning and special cleaning projects during production shutdowns or as directed by the Technical Manager. - Carrying out routine visual inspections of work areas and reporting any hygiene or equipment issues promptly to the Technical Manager. - Ensuring all cleaning chemicals and equipment are used safely and stored appropriately, following health and safety guidelines and manufacturer instructions. - Using personal protective equipment (PPE) correctly at all times to protect yourself and others in the workplace. - Supporting hygiene audits by preparing areas and documentation, alongside helping to implement corrective actions for any non-compliances. - Working closely with the Technical Manager and other teams to maintain a culture of continuous improvement in hygiene practices. - Demonstrating flexibility by adjusting cleaning activities based on production schedules, priorities, and feedback - Promoting awareness of hygiene importance among all bakery colleagues and encouraging adherence to policies and procedures. - Complying fully with all Society policies, procedures, and legal requirements relating to food safety, hygiene, and health and safety.
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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.

I will be trustworthy by:

- Always completing cleaning tasks thoroughly and on schedule without supervision
- Reporting issues honestly and following hygiene protocols consistently every day.
- Taking responsibility for maintaining a safe and clean workplace environment.
- Trusting others while being accountable for your own hygiene duties.

I will be helpful by:

- Offering assistance to production teams by maintaining tidy, hygienic areas.
- Collaborating with colleagues to uphold cleanliness standards throughout the bakery.
- Sharing good cleaning practices and supporting new team members effectively.
- Proactively addressing hygiene concerns to prevent production disruptions.

I will be respectful by:

- Treating all bakery areas and equipment with care and consideration.
- Listening to colleagues' hygiene concerns and responding thoughtfully.
- Valuing diverse roles within the team and supporting each other's work.
- Maintaining professionalism and respect when working alongside other departments.

I will inspire others by:

- Leading by example in adhering to strict hygiene and safety standards.
- Encouraging others to prioritise cleanliness and food safety daily.
- Demonstrating pride in your work and the bakery's hygiene standards.
- Supporting continuous improvement in cleaning processes through positive feedback.

I will value people by:

- Recognising the importance of hygiene to overall product quality and safety.
- Appreciating colleagues' efforts to maintain a clean and safe environment.
- Celebrating successes in meeting hygiene audit and compliance goals.
- Receiving and giving feedback to enhance teamwork and morale.

I will empower others by:

- Taking the initiative to identify and resolve hygiene issues independently.
- Confidently using cleaning equipment and chemicals according to procedures.
- Being proactive in suggesting improvements to cleaning schedules and methods.
- Acting responsibly with the authority to maintain cleanliness standards.