



## **Position Description**

<b>Job Title:</b>	Bakery Manager
<b>Award:</b>	Queensland Local Government Industry Award – State 2017
<b>Stream:</b>	Stream B
<b>Group:</b>	Hospitality Services
<b>Classification:</b>	Hospitality Worker Level 6, salary negotiable
<b>Employment Type:</b>	Full Time – 2 years
<b>Version Date:</b>	22/02/2019

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### **POSITION OBJECTIVE**

To manage the Kowanyama Aboriginal Shire Bakery, including; taking a hands-on role in production, managing employees, stock management, ensuring revenue in line with budget, till reconciliation and maintaining high standards of cleanliness and service.

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### **POSITION SPECIFIC KEY RESPONSIBILITIES**

1. Management and supervision of Bakery and its employees.
2. Preparation of baked goods such as bread, pies, cakes and slices to meet community demands.
3. Responsible for monitoring and ensuring quality control of all bakery products produced.
4. Responsible for ensuring a high level of customer satisfaction for goods and service delivered.
5. Packaging baked goods for distribution to retailers and assisting with the distribution.
6. Acting in compliance with the relevant legislation with respect to rotation and storage of food, cleaning and sanitation.
7. Managing inventory and pricing, and purchasing supplies when needed.
8. Responsible for Bakery employee rostering and capacity building.
9. Recommending strategy to ensure financial sustainability.
10. Providing reports on stock and finances.

## **SELECTION CRITERIA**

1. Relevant qualification in bakery / café management and / or relevant experience working as a Baker or Bakery Manager in a retail bakery setting.
  2. Sound knowledge of large scale food preparation including food handling and hygiene.
  3. Self-motivated with well-developed time management and organisational skills.
  4. Skills in business development, including the ability to recommend strategy for future service delivery.
  5. Experience in stock management and product costing.
  6. Experience in undertaking financial reconciliations of daily takings to bank deposits and the preparation of necessary paperwork to support these transactions.
  7. Well-developed written skills including the ability to provide reports on stock management, finances and monthly reports
  8. Well-developed verbal skills including the ability to positively communicate with a wide range of people at all levels.
  9. Personal attributes of commitment, passion, energy, drive, initiative, resilience, respect, and behaviour which supports a diverse, equitable and safe workplace.
  10. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people with experience working and living in remote areas and/or Aboriginal communities.
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## **CORPORATE RESPONSIBILITIES**

### **Policy and Procedural Responsibilities**

Be aware of, and act in accordance with all council policies and procedures.

### **Code of Conduct**

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

### **Work Health and Safety**

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

### **General**

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor no less than 30 minutes prior to their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards other employees and the achievement of Council's aims and objectives;

- It is a requirement that all Council employees maintain a current manual “C” class driver’s licence at all times where driving forms part of regular work activities.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Executive Manager, Infrastructure, Works and Projects

Internal Liaison: Members of the bakery team, Executive Managers and all Kowanyama Aboriginal Shire Council employees

External Liaison: Suppliers, members of the community

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## **MANDATORY REQUIREMENTS**

- Possession of a “C” Class Driver Licence.
  - Police Clearance
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## **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.