

Job Description

Job title: Bakery Manager

Reporting to: Store Manager

Hours: 42.5 working hours

Purpose of the position

To manage the Bakery Department to ensure that maximum sales, profit and customer satisfaction are achieved through effective merchandising, pricing and inventory control

Key responsibilities & duties

Duties of the role	Competencies sought
Customer service	<i>Ensure that you and your staff deliver a high level of service</i>
People Management	<i>Lead by example Open door policy Communicate to all team members Solve conflict as it arises Delegate to staff Conduct annual reviews with staff Coach and mentor team members Team orientated approach Manage the teams performance to deliver desired results Good organisational skills and attention to detail</i>
Training	<i>Ensure all team members are competent in respective department training Induction completed Fire training completed Chemical training completed for relevant staff</i>
Financials	<i>Knowledge of closing the gap Understand profit and loss impact on the business Complete department rosters within budgets Ensure stock takes are completed as required, analyse results Monitor KPIs</i>
Stock Control/Merchandising	<i>Ordering and receipt of stock Stock room rotation Appreciation and interest in good food Host processing Presentation of department Control wastage and markdowns Product knowledge across Bakery Supplier management – hot and cold</i>
Marketing & Promotions	<i>Deliver marketing and promotional programs</i>

Duties of the role	Competencies sought
Compliance	<i>Cleaning schedules implemented Food safe practices/plan followed Allergen information accessible Ensure all compliance reports are completed e.g. weights and measures, temp checks, Goods Inward Summary</i>
Workplace Health & Safety	<i>All staff completed work safe practices Ensure all staff comply with all safety legislation Compliance of all safety regulations, sweep logs, incident reports</i>

Academic or trade qualifications

Cert III in Retail
First Aid Certificate
Food Safety Supervisor
Fire online training

Work experience and skills

Literacy and numeracy
Register trained
Grocery Manager Mobile
Sign IQ
Business acumen
Knowledge of HG Retail business
Basic computer skills
Knowledge of Rosterlive
CCTV

General

Happy, positive motivated outlook
Personal presentation high standard
Good manners
At times perform other duties as requested by the management team