

# St. Sidwell's Community Centre

We are on the look out for passionate people to join our Bakehouse team.

## St Sidwell's Community Centre

St Sidwell's is a diverse and vibrant community centre in the heart of Exeter. We offer volunteering and work-experience placements, run a community cafe and bakery, hire rooms to local organisations, grow veg, compost food waste, run English for Speakers of Other Languages classes - and lots more. We have a small staff team, and lots of committed volunteers.

We are committed to being inclusive and our volunteering opportunities are open to all, so we have a wide range of people with different skills and life experiences working together every day. You can find out more about our work on our website: [www.stsidwells.org.uk](http://www.stsidwells.org.uk)

## The Sidwell Street Bakehouse

In 2018 we set up a micro-bakery at the community centre to provide more volunteering placements as well as working towards a sustainable income stream for the centre. We make sourdough bread and sourdough sweet treats, savoury snacks and a range of cakes, all using stoneground organic flour. After running a crowdfunding campaign in 2020, we moved the bakery across the road into much larger premises at 178/179 Sidwell Street. Although we are in a new location, we continue to be part of St Sidwell's Community Centre. We are continuing to grow and are looking for staff to grow with us.

## Who are we looking for?

We are expanding our team, following an increase in our opening hours **and we are looking for new staff members to be part of that. We are looking for people who love bread and people** - great cooks and bakers who are happy sharing their skills and knowledge and supporting others to learn.

## Community Baker Role

### Responsibilities

- General sourdough bread production responsibilities: sourdough starter maintenance, mixing, bench, and oven work
- General cake production responsibilities: mixing, scaling, baking
- Flexible support of bakery functioning including deliveries, retail and market
- Management and cleaning of the bakery space - including COSHH and HACCP compliance
- Product development
- Taking and managing wholesale orders
- Supervising market stalls
- Identifying new sales opportunities
- Managing and ordering stock, taking deliveries
- Keyholder for the Bakehouse
- Supervision, mentoring and training of bakery volunteers/trainees
- Supporting bread classes
- Contribution to team meetings and project development
- Other duties as required by St Sidwell's Centre
- The job description is not exhaustive and may change depending on the need and development of the project and organisation.

### Skills, experience, qualifications etc.

We are looking for someone with as many of the following personal qualities, skills and experiences as possible. We don't expect candidates to have all of the desirables below, but these are the things we are looking for across our whole team. If you have lots of experience and skills in one area but less in others, we would encourage you to apply or contact us for a chat.

Essential	Desirable
<i>Food</i>	
Café/catering experience	Professional sourdough baking experience
Confident and creative cook and/or baker	Food hygiene qualification
Passion for good food	Interest in/understanding of nutrition
Interest in sustainable and local food, and creating better food systems for the community and environment	Experience developing new products and costing them
	Experience with food diaries for environmental health and other paperwork related to HACCP and COSHH
<i>Volunteers and community</i>	
Loves working with people	Experience working with and supporting volunteers

St Sidwell's Community Centre,  
Sidwell Street,  
Exeter, EX4 6NN

Charity number: 1122697  
Charity company number: 06434019  
Trading Company number: 11320571

Confidence communicating with people from a wide range of backgrounds	Experience supporting individuals facing barriers to participation
	Experience working in a community organisation/charity
	Teaching or training experience or qualifications
<i>Admin and other skills</i>	
Strong numeracy skills	Administrative skills
Confident user of IT software at a basic level including email, word, excel and file sharing systems	Able to ride a bicycle for our wholesale deliveries - we have an electric cargo bike

### Shifts

- The bakery opens Monday-Saturday. The successful candidate must be willing to do some early shifts (5 or 6am start) and some weekends.
- We are accepting applications for full or part-time hours. Please state in your application your preferred number of hours/week.

### Supervision

- The baker will be responsible to the Bakery Manager.
- The post will involve working with vulnerable adults and will be subject to two references and an enhanced DBS disclosure.

### Contract

- £12.41/hour
- 33 days holiday per year (including bank holidays) pro rata, with additional day added for every year of service
- Statutory pension contributions
- Contracts will be offered on a permanent basis subject to a probationary period

### How to apply

To apply, please complete the application form available on our website and return to [manager@stsidwells.org.uk](mailto:manager@stsidwells.org.uk).

You should include all relevant qualifications and experience to help demonstrate that you have the skills and experience we have outlined.

If you have any questions, or would like to visit prior to submitting an application, please let us know.

**Application deadline:** we are accepting applications on an ongoing basis as we are trying to fill this role ASAP.

St Sidwell's Community Centre,  
Sidwell Street,  
Exeter, EX4 6NN

Charity number: 1122697  
Charity company number: 06434019  
Trading Company number: 11320571