

Job Title	Production Operative (Cleaning & Hygiene focus)
Department	Bakery
Approximate department size	12 including Head of Production (2 Senior Baker Supervisors, 4 Production Artisans, 5 Production Operatives).
Reports to	Head of Bakery + Senior Baker on shift
Direct Reports	n/a
Working hours and pattern	40 hours across 5 out of 7 days, including regular weekends and public holidays. Shift pattern [7am – 15:30]. Includes periods of independent and occasional lone working (typically a couple of hours, or as needed) under the estate lone-working procedure.
Will this role qualify for tronc or bonus?	Yes — quarterly performance bonus based on Team KPIs

Purpose of this role

To keep the bakery's production, dispatch and storage areas clean, safe and audit-ready so that the bakers can produce to specification every day. The Production Operative (Cleaning & Hygiene focus) runs the daily and weekly cleaning schedules, washes and sanitises equipment, manages waste and keeps our hygiene records in Mango complete and accurate. Once cleaning is done, the role supports weighing, packing and stock work under the direction of the Artisan(s) and Supervisor on shift, so every Production Operative is trained across all sections and can cover any of them as needed.

Responsibilities

Cleaning & Hygiene (primary focus)

- Carry out the daily and weekly cleaning schedules for the production, dispatch and storage areas, using clean-as-you-go throughout the shift.
- Wash and sanitise equipment, utensils, trays, tins, bowls and mixer parts, operating the dishwashing and sanitising equipment correctly; strip down equipment for deep cleans and store everything in its place.
- Manage waste and recycling in line with the estate's environmental policies: empty bins, separate recycling and food waste, and keep the waste area clean and tidy.
- Keep the changing area clean and uniform and PPE stock topped up.
- Complete cleaning records and pre-audit checks in Mango so records are always audit-ready; report faults, breakages or hygiene concerns to the Supervisor on shift immediately.

Food Safety, Allergen Control & Health and Safety

- Follow all food safety, hygiene and traceability procedures as trained: hand washing, correct chemical use, colour-coded cleaning equipment and PPE.
- Follow allergen-control rules: clean down fully between products, keep allergen ingredients and equipment separate, and never risk cross-contact.
- Use cleaning chemicals safely in line with COSHH training and product labels; follow safe manual-handling practice; keep walkways and fire exits clear.
- Work independently and, at times, as a lone worker (typically a couple of hours, or as needed), strictly following the estate's lone-working procedure: checking in and out as



required, carrying a means of contact, and never carrying out restricted tasks (for example working at height or using certain machinery) while alone. - Carry out daily quality and temperature checks as directed and record them accurately. Production & Stock Support (once cleaning is complete, or as directed) - Assist with daily output: preparing, portioning, weighing and packing products to specification, under supervision. - Support order picking and packing and keep the packing section restocked during quieter periods. - Complete the daily ingredient collection and support the daily shopping list; help receive and put away deliveries, and keep the fridge and dry store organised, rotated and safely stored. - Keep the dispatch area and delivery trays clean and tidy; record weigh-ups and goods-in the StockUp system. Team - Work flexibly across the tasks above and between sections as directed by the Artisan(s) and Supervisor on shift. This means moving between cleaning, packing, stock and dispatch tasks within the bakery, not work outside the department. - Work at other locations across The Newt as required, for example the external dry storage, following the same hygiene and safety standards as in the bakery. - Communicate clearly with the rest of the bakery team and hand over cleanly at the end of shift.
Characteristics needed for this role - Reliable, punctual and willing to learn. - Thorough and consistent: finishes a job properly rather than quickly. - Works well under supervision and to instruction; asks when unsure. - Self-reliant: able to work independently and alone for periods without losing pace or standards. - Good pace and attention to detail. - Flexible across tasks and sections. - Takes pride in a clean, safe and well-organised workplace.
Skills and experience needed for this role - Ability to follow instructions, written procedures and cleaning specifications accurately. - Physically capable of repetitive manual tasks in a warm, busy production environment: standing for most of the shift, lifting and carrying trays, bins and ingredient sacks (manual-handling training and equipment provided), and working in chilled areas and on wet floors. - Comfortable with a rota that includes weekends and public holidays. - Comfortable working alone for short periods and moving between sites on the estate, with the judgement to stop and seek help when a task falls outside lone-working rules. - Sufficient spoken and written English to follow safety instructions and complete records. - Basic food handling, kitchen or production experience, or a willingness to train.



Skills and experience desired for this role
• Previous cleaning, kitchen porter or hygiene experience in a food environment. • Prior bakery, food production or warehouse/fulfilment experience. • Experience using cleaning chemicals and colour-coded cleaning systems. • Familiarity with digital record-keeping (e.g. a QHSE or production system).
Qualifications needed for this role
• Level 2 Food Safety / Food Hygiene Certificate (or equivalent), to be completed through The Newt Academy if not already held.
Qualifications desired for this role
• COSHH awareness or training. • Manual handling training. • First Aid Certificate. • Health & Safety training (e.g. Level 2 Health & Safety in the Workplace).
What systems will be used in this role?
• Mango (cleaning records, pre-audit checks and basic food safety recording) • StockUp (weigh-up and goods-in recording)
Department Description
We are an established bakery driven by a deep passion for crafting outstanding artisanal baked goods. Our dedicated team of bakers takes pride in producing exceptional sourdough and slow-fermented breads, viennoiseries, cakes, tarts, and other staples - always with care, precision, and purpose. We use only the finest ingredients, including Wildfarmed flour, and source locally whenever possible to ensure freshness, sustainability, and superior quality. Our newly built, state-of-the-art bakery has been designed to support craft at the highest level. Keeping that space clean, safe and audit-ready is essential to everything we make, which is why the Production Operative role sits at the heart of the team rather than on the edge of it. We foster a culture of openness, curiosity, and continuous improvement. Through structured internal training, external courses, food safaris, and staging opportunities with other leading bakeries, we invest in the development of our people - believing that growth, learning, and collaboration are at the heart of great baking.