

Camphill Milton Keynes Communities is a vibrant charity supporting adults with learning disabilities and autism to lead meaningful, fulfilled lives. We're looking for a committed and enthusiastic Day Services Support Worker with skills and passion for artisan baking to join our Bakery team.

Camphill Milton Keynes Communities – Job Description

Day Services Support Worker – Bakery

Contract: Permanent

Hours: Monday–Friday, 8:00am–12:00pm (20 hours per week)

Pay: £13.45 per hour

Reports to: Bakery Workshop Coordinator

Purpose of the Role

As part of our well-established Artisan Bakery workshop, you'll support adults with a range of needs to learn practical skills, gain confidence, and take part in real, purposeful work. Producing high-quality bread, cakes and other baked goods for sale in the café and local community. This is a hands-on role involving baking, teaching, supporting people to learn at their own pace, and ensuring the workshop is safe, welcoming and well-run.

The role includes supporting the coordinator and overseeing the workshop in their absence by working additional hours, (by agreement), ensuring a safe, inclusive, and person-centred environment for adults with learning disabilities and autism.

Key Responsibilities

Workshop Support & Food Production

- Work collaboratively with staff and service users on all aspects of bakery production, including bread making, food preparation, baking, and cleaning.
- Oversee the bakery workshop when the coordinator is absent.
- Maintain compliance with Food Standards Agency requirements for catering settings.
- Ensure safe storage and monitoring of food stock.

Health, Safety & Safeguarding

- Maintain a safe, healthy, and secure environment in line with CMKC policies and procedures.
- Ensure workshop and storage areas remain clean, organised, and hygienic.
- Carry out routine health and safety checks and adhere to COSHH requirements.

- Report hazards, incidents, accidents, and safeguarding concerns following CMKC procedures.

Support for Service Users & Volunteers

- Provide training, guidance, and encouragement to volunteers and service users.
- Support service to ensure effective food safety standards are always met.
- Support service users' different ability levels, understanding their needs and care plans.
- Plan and deliver meaningful workshop projects with the coordinator, setting goals and recording outcomes.
- Complete reviews, achievement records, and person-centred documentation.

General Duties

- Support service users in other day opportunities within CMKC or external community-based activities, when required.
- Undertake additional tasks and project work as required by CMKC.

Staff Training & Personal Development

- Participate in supervision, appraisal, and reflective practice.
- Attend staff meetings as required.
- Engage in ongoing professional development and training.

General Requirements

- Build positive, professional working relationships with residents, colleagues, families, and professionals.
- Represent CMKC positively at all times.
- Maintain confidentiality and uphold CMKC's mission, vision, values and Code of Conduct.
- Comply with all organisational policies and procedures.

This job description is not exhaustive. Duties may change or develop in line with organisational needs and are considered reasonable within the nature of the role.

Person Specification – Day Services Support Worker (Bakery Workshop)

Essential Criteria

- Experience in catering and/or bakery work.
- Physically fit to complete the demands of this role.
- Good literacy and numeracy skills.
- Understanding of person-centred support.
- Knowledge of equality, diversity, and anti-discriminatory practice.
- Awareness of food hygiene standards.
- Ability to engage proactively with adults with learning disabilities.
- Strong communication skills (written and verbal).

- Ability to maintain dignity, privacy, and professional boundaries.
- Good record-keeping and IT skills.
- Ability to work independently and within a team.
- Eligible to work in the UK.
- Satisfactory Enhanced DBS check.

Desirable Criteria

- Level 2 Food Safety qualification.
- Care Certificate or equivalent.
- Experience in artisan baking or real bread making.
- Experience supporting people with learning disabilities.
- Experience identifying learning needs and recording outcomes.
- Knowledge of safeguarding, health & safety, and risk assessment.
- Knowledge of moving and handling principles.