

ActionAid Bangladesh is looking for suitable candidate for the following position:

## **Trainer - Bakery & Pastry**

**(Only women are encouraged to apply)**

Project	: Promoting Women and Girls' Empowerment through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in 3 Camps- Phase III (Funded by UN Women)
Location of posting	: Ukhiya, Cox's Bazar
Types of contract	: Contractual
Duration	: Up to 30 June 2025, if not extended
Number of position	: 02 (Two)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The Trainer - Bakery & Pastry will be responsible for conducting hands-on training sessions on bakery and pastry preparation techniques, aimed at equipping trainees with the skills required for employment in bakeries, cafes, hotels, or to establish their own small businesses. The trainer will develop and implement a structured curriculum covering various aspects of baking, including ingredient selection, recipe execution, baking techniques, food safety, and presentation.

In addition to technical skills, the trainer will focus on instilling business knowledge such as cost management, quality control, and customer service. The role will also involve evaluating trainees' progress, offering personalized guidance, and ensuring that all activities meet industry standards.

### **Key responsibilities include (not limited to)**

#### **Training Delivery:**

- Teach the fundamentals of baking and pastry-making, including bread, cakes, cookies, tarts, pies, and other baked goods.
- Provide demonstrations on various pastry techniques such as kneading, mixing, glazing, decorating, and proper use of baking tools and equipment.
- Explain the properties of ingredients and how they affect texture, flavor, and overall quality.

#### **Recipe Development & Execution:**

- Guide trainees through the process of following recipes and adjusting them as needed based on ingredient availability or customer preferences.
- Teach methods of recipe scaling, flavor pairing, and portion control.
- Ensure that trainees can independently prepare bakery items from scratch, including dough preparation, proofing, and baking.

## **Food Safety and Hygiene:**

- Instruct trainees on proper food safety practices, kitchen hygiene, and sanitation in compliance with local food safety regulations.
- Teach the safe handling of kitchen equipment, ensuring that all safety protocols are followed during training sessions.
- Foster an understanding of allergen management, cross-contamination prevention, and proper storage of baked goods.

## **Kitchen and Equipment Management:**

- Teach trainees how to operate and maintain baking equipment such as ovens, mixers, proofers, and other tools.
- Ensure that trainees understand how to maintain a clean and organized workspace to optimize productivity and hygiene.
- Supervise the proper use and care of tools and equipment, ensuring that they are used safely and efficiently.

## **Entrepreneurship and Business Guidance:**

- Provide guidance on setting up and running a small bakery business, including topics such as pricing, product sourcing, marketing, and customer service.
- Teach trainees basic business skills like inventory management, cost control, and maintaining product quality.
- Offer advice on how to create and promote bakery brands, package products, and handle customer relations.

## **Monitoring and Evaluation:**

- Assess trainees' skills regularly through practical exams, hands-on projects, and feedback sessions.
- Provide constructive feedback and support to help trainees improve their techniques and baking knowledge.
- Track the progress of trainees and prepare reports on their performance and areas for improvement.

## **Monitoring and Evaluation:**

- Work with program coordinators, community leaders, and other stakeholders to ensure effective program implementation.
- Assist in training local trainers or volunteers to continue the program, ensuring sustainability.
- Participate in planning and promoting bakery-related events, fairs, or competitions to showcase trainees' skills

## **Relationships**

The person holds this position will be reportable to the Project Manager.

## **Required Educational Qualification and Experiences**

### **Education**

- Education: Diploma or certification in Culinary Arts, Baking & Pastry, or a related field. Professional experience in bakery or pastry operations is highly preferred.

### **Experience**

- At least 2-3 years sound experience in related field

- Prior experience working in a bakery or pastry kitchen, or as a vocational trainer in the culinary arts.
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## Required Competencies

- Skills: Strong knowledge of baking techniques, recipe development, food safety, and kitchen management; excellent teaching and communication skills.
- Languages: Proficiency in local languages and/or English.
- Other: Ability to work with diverse groups and levels of trainees; creativity and passion for baking and pastry arts.
- This role is ideal for someone who is enthusiastic about imparting practical baking skills and supporting individuals in developing their culinary talents and entrepreneurial abilities.

## Technical Skills

- Local language proficiency and working knowledge of written and spoken English
- Clear understanding of vocational (Bakery & Pastry) training, session plan development, income generation, business plan.
- Facilitating skills of different trainings, workshops and mentoring others.
- Facilitate the different process of capacity building activities for project participants of project
- Ability to develop training modules and process of implementing skill development training
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation and presentation.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.
- Good knowledge of using internet and software packages (i.e. MS Office, etc)

## Application instructions

**Only those who meet the above requirements are requested to apply** following these instructions:

- Last date of application is **Wednesday, 06 November 2024.**
- Please [click here](#) to submit your application.

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**ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.**

**ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.**

**NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent**