



PT Bakery Assistant

Job Description:

- Report to the Lead Baker daily
- Will obtain Food Safety General Handler Certificate within two months of hire
- Exhibits excellent personal hygiene
- Work in a team setting and follow given procedures
- Assists Lead Baker in completion of daily baking schedules
- Assists Lead Baker in logging production/shrinkage
- Responsible for the preparation and finishing of select items Packaging/Labeling finished products
- Filling display area with packaged products
- Assist in the kitchen with timing and speed controls on equipment
- Assists in measuring ingredients using scales or graduated containers
- Follows FIFO stocking procedures in storage areas and retail displays
- Assist in break down/cleaning/storage of all bakery equipment and areas including freezer and refrigerators

Minimum Requirements:

- 16 years of age with valid work permit and dependable transportation
- Fluent in the English language (reading, writing, and speaking)
- Self-motivated and able to work independently or in a team setting
- Self-motivated/High Energy Level
- Able to multi-tasking

Physical Requirements:

- Bending, standing, lifting for extended periods of time
- Occasionally lift 50lbs Use ladders and step stools
- Able to work in varying work environments/temperature

Work Schedule:

- Roughly 20-40 hours on a bi-weekly basis with 4-6 hour shifts, 3-5 times per week - Monday-Saturday
- Schedule will be dictated by expected customer traffic – subject to change without notice (based on weather and season)
- Time off requests to be submitted in writing with 3 week's notice
- No time off will be granted during the following black-out dates (No exceptions, specific dates will be provided at time of interview):
 - Easter Saturday
 - 1st and 2nd Saturday in October
 - Saturday after Thanksgiving
 - 1st Saturday in December

Dress Code:

- No open shoes
- Earing studs, necklaces, and plain band rings are permitted
- Hairnet or hat is mandatory
- No artificial nails but nail polish is permitted if fresh and free of chipping
- Gloves are mandatory

EMPLOYEE SIGNATURE: _____

DATE: _____