

# Full Job Description PT Bakery Assistant

Small retail bakery located within Miller Plant Farm, York Pa is seeking a part-time Baker Assistant. The ideal person will be able to work in a team setting, following procedures and has a passion for baking.

Reporting to the Lead Baker, the Bakery Assistant will be responsible for the preparation and finishing of select items that may include some or all of breakfast pastries, breads, rolls, and dessert items. Also, the Bakery Assistant will be tasked with the proper packaging and accurate labeling of all finished products prior to their placement in the retail area.

As directed by the Lead Baker, the Bakery Assistant may be asked to set time and speed controls for mixing machines, or blending machines, so that ingredients will be mixed or cooked according to Miller Plant Farm's instructions; measures or weigh flour or other ingredients to prepare batters, doughs, fillings, or whipped cream, using scales or graduated containers; and the FIFO stocking of bakery raw ingredients, pre-frozen products, and all packaging materials.

As cleanliness and personal hygiene are an expectation of all employees at Miller Plant Farm, the Bakery Assistant will also daily clean, break down, and put away all baking equipment including: ovens, mixers, floors, freezer, and refrigerators.

Assists the Lead Baker in the completion of the daily baking schedules and logs to reflect production and shrinkage tracking metrics. Will obtain the Food Safety General Housekeeping Certificate within two months of hiring.

## Physical Requirements:

Bending, standing, lifting for extended periods of time. Able to occasionally lift 40 lbs is required. The use of ladders and step stools is common at Miller Plant Farms. The adaptability to varying work environments, temperatures, and naturally changing conditions is expected.

## Baker Qualifications/Skills:

- Demonstrated knowledge of and skill in ability to safely and effectively operate standard foodservice equipment
- Adaptability
- Efficiency and Effectiveness
- Oral communication
- Self-motivated
- High energy Level
- Multi-tasking
- Planning, problem solving, and teamwork

## Work Schedule:

The Bakery Assistant will arrive at work on their schedule time prepared to begin. The specific schedule will be dictated by the season of the year, the weather conditions and expected customer traffic but will include Monday through Saturday Hours. The days and hours will be written in the Bakery Area with a two week lead time, subject to change if work volume is higher than anticipated. Vacation and time off will need to be requested with a three week lead time in writing.

No time off will be granted for the following days: Easter Saturday (April 16, 2022), First Saturday of October (October 1, 2022), Second Saturday of October (October 8, 2022), First Saturday of December (December 3, 2022). NO EXCEPTIONS. ALL EMPLOYEES ARE TO WORK.

## Dress Code:

No open toed 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 not chipping. The wearing of gloves is mandatory.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_