

JOB DESCRIPTION



Bakery Clerk

Under general supervision performs a variety of baking duties and assists with the preparation of breads, rolls, muffins, cookies, pies, cakes, doughnuts, biscuits and other pastries.

Essential Functions

1. Prepares breads, rolls, muffins, cookies, pies, cakes, doughnuts, biscuits, and other pastries, including icings and frostings, according to established recipes.
2. Reviews production schedules to determine variety and quantity of goods to bake and to assemble supplies and equipment needed for daily baking activities.
3. Spreads or sprinkles a range of various toppings on specialty baked items.
4. Shapes dough for cookies, pies and fancy pastries either by hand or by using dough rollers and cookie cutters.
5. Receives ingredients and other supplies from main kitchen and/or pantry as required for daily operations.
6. Cuts and weighs dough into uniform portions with knife or divider; molds dough into loaves or other shapes, and places in pans; proofs dough and bakes in oven using peel; inspects product for quality during and after baking, making adjustments to processes as required.
7. Cleans and maintains work areas, utensils, and equipment.
8. Detects and ensures disposition of spoiled or unattractive food, defective supplies and equipment, and/or other unusual conditions.
9. Completes production sheets and other records, as required.
10. Prepare baked goods for special diets, as requested.
11. Miscellaneous job-related duties, as assigned.

Work Environment

Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Physical Demands

The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift or move objects up to 10 pounds, and occasionally lift or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

High school diploma or GED required
18 years of age or older

Position Type

This is a part-time position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.