**Job Title:** Bakery Clerk

**Department:** Bakery

**Company:** Crossroads Market

**Reports To:** Bakery Manager

**Status:** Part-Time, Non-Exempt

**# Direct Reports:** 0

**Summary**

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. Position must work throughout the week with at least one weekend day.

**Job Requirements**

* Prepares breads, rolls, muffins, cookies, pies, cakes, doughnuts, biscuits, and other pastries, including icings and frostings, according to established recipes.
* Reviews production schedules to determine variety and quantity of goods to bake and to assemble supplies and equipment needed for daily baking activities.
* Spreads or sprinkles a range of various toppings on specialty baked items.
* Shapes dough for cookies, pies and fancy pastries either by hand or by using dough rollers and cookie cutters.
* Receives ingredients and other supplies from main kitchen and/or pantry as required for daily operations.
* 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.
* Cleans and maintains work areas, utensils, and equipment.
* Detects and ensures disposition of spoiled or unattractive food, defective supplies and equipment, and/or other unusual conditions.
* Completes production sheets and other records, as required.
* Prepare baked goods for special diets, as requested.
* Embraces and supports the FLASH mission and performs safe practices in the workplace.
* Any and all other duties as assigned.

**MINIMUM QUALIFICATIONS**

* 18 years of age or older
* Comfortable working in a fast-paced environment.
* Attention to detail and problem-solving skills.
* Excellent communication and organization skills; ability to prioritize workload, handle multiple tasks, meet deadlines, and work self-directed with a sense of urgency.
* Takes a customer focused approach to the needs of employees, customers, and clients.

**PHYSICAL REQUIREMENTS**

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

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.

**EEO STATEMENT**

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**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.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

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Employee Name – please print

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Employee Signature

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Date