



JOB DESCRIPTION

BAKERY PRODUCTION/SERVICE CLERK

REPORTS TO: Bakery Manager

JOB FUNCTION: Produce all bakery goods and other related products in an efficient manner within company policy. Maintain and operate the Bakery Department within company policy.

DUTIES AND RESPONSIBILITIES:

1. Observe all store rules and company policies.
2. Maintain a neat, well-groomed personal appearance at all times and observe company dress regulations.
3. Greet all customers and provide them with prompt and courteous service.
4. Observe shift-operating hours at all times as scheduled by department manager.
5. Prepare, produce, and merchandise product in accordance with established company or department procedures and recipes to meet sales needs.
6. Control consistency and quality of product and maintain sanitation and production standards.
7. Work shifts.
8. Read and write.
9. Add, subtract, multiply, and divide.
10. Lift and stack up to 50 pounds.
11. Reach and stock product up to six feet high.
12. Assist in ordering and maintaining inventory control of ingredients and supplies.
13. Train and supervise employees when directed to do so.
14. Pull or push wheeled vehicles weighing up to 500 pounds.
13. Operate all bakery equipment, bread slicers, proofers, scales, fryers, mixers, ovens, etc.
14. Package, box, price, and sell products.
15. Operate telephone and intercom.
18. Normally work a maximum eight-hour shift.
19. Provide verbal and physical assistance to customers and employees.
20. Produce, weigh, package, wrap, price, and sell product.
21. Perform freshness checks and recondition product.
22. Perform sweeping, cleaning, and mopping functions.
23. Prepare, stock, and merchandise product.
25. Adhere to all local, state, and federal health and civil code regulations including full compliance with all applicable laws pertaining to safety, health and packaging.



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26. Able to take special orders from customers.
27. Monitor product sales to ensure that production can be optimized to meet consumer demand and minimize the levels of unsold or stale bakery product.
28. Follow approved procedures for code dating products to ensure quality protection, accuracy, and product rotation.
29. Perform other duties and assignments as requested by management.

Employee Signature

Date