



JOB DESCRIPTION

LEAD BAKERY PRODUCTION CLERK/CAKE DECORATOR

REPORTS TO: Store Operator

JOB FUNCTION: Effectively direct and supervise all activities of all bakery department personnel in the absence of the bakery manager to achieve the sales and profit goals established for the department. Ensure that the work shift contributes to the financial best interests of the store. Produce all bakery goods and other related products in an efficient manner within company policy.

QUALIFICATIONS AND REQUIREMENTS:

1. A minimum of one-year previous bakery experience.
2. Certified by the National Restaurant Association in Serv Safe.

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. Comply with all local, state, and federal health and civil code regulations.
6. Comply with all state, county, and local weights and measures laws and labeling requirements.
7. Follow approved procedures for receiving product, price marking, and restocking to ensure quality protection, accuracy, and product rotation.
8. Assist in ordering and maintaining inventory control of ingredients of supplies to ensure freshness, product quality, and turnover.
9. Prepare, produce, and merchandise product in accordance with established company or department procedures and recipes to meet sales needs.
10. Decorate and merchandise cakes in an attractive, appealing, neat, and colorful manner in compliance with company policies.
11. Assist in checking and verifying bakery department receivings. Check product for quality, count or weight, and condition.
12. Assist in receiving and unloading of merchandise to ensure quality protection, accuracy, and product rotation.
13. Handle damaged, spoiled, and outdated product according to company policy and assist in controlling the level of damaged goods.
14. Comply with safety policies and procedures.
15. Assist in supervising, scheduling, training, and evaluation of all department personnel when assigned.
16. Maintain good communications in the department and throughout the organization.



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17. Maintain housekeeping and sanitation standards in compliance with store policy and state and local health regulations on a regular, ongoing basis.
18. Follow approved bakery department's plans for merchandising based on product movement, consumer demand, and profitability.
19. Be thoroughly familiar with the method and procedures for performing all baking tasks and with the proper operation of bakery equipment.
20. Wrap, package, and price all products accurately in accordance with established department guidelines.
21. Use and maintain equipment in good working order.
22. Able to calculate discounts and gross margins and to apply concepts of basic algebra.
23. Able to hear, speak, read, and write the English language.
24. Able to occasionally exert or lift up to 50 pounds and frequently lift moderate amounts of weight.
25. Perform other duties and assignments as directed.

Employee Signature

Date