Bakery Assistant

We are looking for a highly personable and enthusiastic bakery assistant to assist us at our baked goods counter. Your duties will include selling our baked goods to customers, managing baked goods and ingredient inventories, and taking control of the daily cleanup procedures at the bakery. You are also be required to monitor ingredient expiry dates.

To ensure success, bakery assistants should exhibit experience in serving customers in a retail setting and a customer-oriented approach. Outstanding candidates are highly organized and have excellent communication skills.

Bakery Assistant Responsibilities:

Creating a welcoming and positive customer experience at the bakery counter.

Advising customers on baked goods selection and taking orders.

Weighing, pricing, and packaging purchased items, as well as processing payments.

Managing the baking ingredients inventory and requesting the purchase of stock.

Tracking ingredient expiry dates and arranging their use accordingly.

Monitoring the visual appeal and the availability of baked goods on display.

Reporting low baked goods stock to the Baker in a timely manner.

Maintaining a clean and tidy baked goods counter and performing other duties on request.

Cleaning the kitchen after business hours and preparing it for the next day.

Managing customer complaints and relaying them to the Baker.

Bakery Assistant Requirements:

High school diploma or GED.

Vocational training or baking coursework would be advantageous.

State-approved food handling permit.

Previous experience in serving customers in a bakery environment preferred.

Proficiency in weighing, pricing, packaging, and processing payments of baked goods.

Ability to manage ingredient inventories and to track expiry dates.

A keen eye for detail and the ability to create visually appealing displays of baked goods.

Knowledge of food and health industry regulations.

Advanced ability to multitask and follow instructions given by bakers.

Excellent customer service and communication skills.