

**Maple City Market**  
**Job Description**

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**Job Title: Assistant Baker**

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**Purpose:**

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To prepare attractive, delicious baked goods for natural foods deli.

**Status:**

Status: Exempt, Part-time or Full-time

Reports to: Prepared Foods (Deli) Manager

**Essential Responsibilities:**

**I. CUSTOMER SERVICE & COMMUNICATION**

- Provide excellent customer service to our shoppers, making the customer's needs top priority whenever on the sales floor or answering the phone.
- Provide excellent internal customer service to all staff members, maintaining an attitude of goodwill toward self and others.
- Help to create a work environment that is cooperative, fun, productive, and safe, and that focuses on solutions.

**II. FOOD PREPARATION**

- Prepare deli offerings & baked goods following specifications of Deli Manager
- Focus is on Baked Goods. May also include preparation of other deli offerings, such as soups, entrées, composed salads, wraps, and other items in the grab and go case.
- Assist in preparation of other food items as requested

**III. DEPARTMENT MAINTENANCE**

- Pull old or low-quality items, record and properly dispose of them, following established procedures.
- Maintain kitchen in sanitary and orderly condition, following guidelines set by Deli Manager.
- Follow safety, storage and labeling procedures.
- Advise Deli Manager of equipment repair and replacement needs.
- Participate in periodic inventory counts and kitchen deep cleans.
- Perform other tasks assigned by Deli Manager

**Qualifications:**

**I. REQUIRED**

- Enthusiasm and interest to work in a natural foods co-op
- Willingness and ability to learn and grow to meet the changing requirements of the job.
- Organized, attention to detail.
- Ability and willingness to move quickly and efficiently from one task to another.
- Ability and willingness to task a wide range of food as part of a quality control process.

- Ability to lift 50 lbs.
- Manual dexterity with hazardous equipment.
- Excellent Knife skills.
- Ability to stand for long periods.
- Ability to work in close quarters with other people.
- Regular, predictable attendance.

## **II. PREFERRED**

- Experience cooking for deli, restaurant, or catering.
- Familiarity with natural/organic foods.
- Interest in creating and preparing seasonal menus.
- Fluency in spoken English and/or spoken Spanish.

### **DISCLAIMER NOTICE:**

All elements of the job description listed above are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other duties as circumstances or conditions of its business, competitive considerations or the work environment change.