



Job Description Checklist - Bakery Assistant

Bakery assistants are responsible for the preparation of the food products offered for sale at the Tougas Family Farm Store and Kitchen. The duties include, quality control, procuring supplies, packaging and labeling of product. Assistants must maintain quality standards of our baked good products. All baking techniques, routines and recipes must be properly followed in order to make products that are consistent in flavor, texture, and size. Assistants will learn all our recipes and methods and should be able to maintain quality on their own. Attention to detail is a necessity for this job. Bakers should be educated on allergen guidelines to prevent any cross-contamination as well as informed on the ingredients in the baked goods. Bakers must be able to do basic math, follow detailed directions, stand for long periods of time, work at a fast pace, lift 50 lbs, and have a positive attitude.

Bakery assistants are also responsible for keeping the store well stocked with baked goods from the kitchen and informing the head baker if we are low on product. Staff also needs to keep the kitchen well stocked of ingredients and containers. This means filling rolling bins with flour, sugars, and oats and restocking packaging such as pie boxes, crisp tins, clam shells etc.

Minimum Level of Service Requirement:

As a Bakery Assistant you **MUST:**

- Maintain a clean and safe work space. The kitchen needs to remain clean and tidy at all times. This includes wiping down countertops in between tasks, sweeping, mopping, emptying trash containers, and keeping all equipment clean such as fridges, ovens, stove, mixers, baking racks, rolling bins, etc.
- Follow standardized recipes for all products produced for sale
- Have a desire to produce consistent and delicious products
- Keep daily production records, noting leftovers, product baked, weather, day of the week and date, and quantity of fruit used in product
- Maintain a list of items to be ordered and communicate fruit needs to owner several days in advance
- Direct fellow team members
- Be ServSafe certified and exhibit meticulous sanitation practices
- Be comfortable with volume production using commercial equipment
- Be able to do common kitchen math

- Have a positive and service oriented attitude