



Job Title:	Baker
Department:	Bakery
Report To:	Bakery Supervisor
Starting Wage:	\$20.00 per hour
Last Revised:	June 2023

## **JOB DESCRIPTION**

### **Position Summary:**

The Cortes Natural Food Co-op's Baker is responsible for preparing, baking, and displaying high-quality baked goods in order to support the Co-op's mission.

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### **Responsibilities:**

- Prepares breads, cookies, bars, savorys and other goods while assuring quality and maintaining efficiency
  - Prepares other foods as scheduled or assigned
  - Organizes and rotates frozen, fresh, and dry back stock and goods
  - Follows daily production schedule
  - Follows and completes all procedures for opening and closing the Bakery
  - Prepares and stocks goods for display in the Deli, including packaging and labeling
  - Handles leftover baked goods and pricing
  - Answers customer questions and provides guidance accurately and efficiently
  - Prepares ingredients and baked goods for the next day
  - Ensures all dishes are washed properly and put away
  - Keeps workstations and equipment clean and orderly
  - Performs basic cleaning and sanitization
  - Removes garbage and recycling from the building
  - Receives and puts away supplier orders
  - Provides professional service to customers and co-workers
  - Knows and promotes Co-op mission, vision, and values
  - Follows all Co-op work policies and procedures
  - Keeps supervisor informed of any ideas and/or issues
  - Attends staff meetings as scheduled and participates on committees as agreed upon
  - Performs other duties as assigned
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### **Qualifications:**

- Available to work a variety of shifts including early mornings and weekends
- Skilled in baking and/or cooking
- Ability to learn and follow Co-op Bakery recipes and procedures

- Ability to maintain a friendly and positive attitude
  - Ability to work in a fast-paced environment
  - Knowledge of natural and organic foods
  - Skilled in verbal and written communication
  - Ability to stay organized and set priorities with multiple tasks
  - Willingness to be open, to learn, and to take on new responsibilities
  - Ability to work independently and as part of a team
  - Food Safe Level 1 certificate required
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### **Essential Physical Requirements:**

- Standing, walking, bending, and reaching frequently
  - Ability to lift and carry repeatedly, up to 50 pounds
  - Ability to walk up and down stairs with heavy loads, in any weather, each shift
  - Ability to operate all equipment necessary to perform the job
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### **Work Environment:**

Fast-paced kitchen environment. Commonly works alone for extended periods of time. May work with or near moving mechanical parts and in hot or cold climate conditions. May work in moderate and loud noise environments.

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### **Disclaimer:**

Employees are expected to act in the best interest of the Co-op, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.