



## **The Cake Girl, LLC---Baker's Job Description**

We are seeking an experienced baker, 18 years of age or older, with at least 2-3 year of previous experience in a bakery. You will be responsible for opening the bakery in the morning and baking fresh cupcakes, cakes, desserts, and more. It is also the baker's responsibility to ensure the quality of the goods being used are up to high quality standards and accurately record when supplies are running low so that an order can be made promptly. We have both full-time and part-time positions available. You must have reliable transportation. This is an hourly position.

### **Baker responsibilities:**

- Mix, prepare and bake all cakes, cupcakes, and desserts.
- Open the bakery every morning.
- Accurately record a list for additional supplies.
- Ensure all baked goods are completed on time before bakery opening.
- Work closely with the Decorator to coordinate services.
- Demonstrate attention to detail and timeliness in all tasks.
- Assist other prep stations as needed.

### **Baker skills:**

- Ability to read, write, and perform simple math problems, as well as follow a recipe.
- Adhere to all health and safety regulations.
- Have the ability to meet strict deadlines and thrive in a busy, organized environment that operates from 10AM—8PM daily.
- Have excellent organizational skills and be a positive team player.
- Provide excellent and friendly customer service.
- Seeking long term employment opportunity for one year or more.
- Understand that the bakery staff works when others are playing, especially on weekends and during the busy holiday season (November 1<sup>st</sup> through December 31<sup>st</sup>), although we are closed on most major holidays.
- Agree to a pre-employment background check (criminal and driving).
- Be able to lift up to 50 lbs. on a regular basis.
- Welcome a drug free and smoke free environment.
- High School diploma or advance degree required.

### **Baker Dress Code:**

- The Cake Girl, LLC t-shirt, black tights or jeans for females/khaki shorts or jeans for males, closed toe/non-slip shoes, hair net.
- Clean, orderly, and well-groomed appearance.