



Bakery Clerk

JOB DESCRIPTION

Purpose: To package fresh baked goods, assist with baking as needed, maintain excellent shelf conditions, and ensure the bakery department and equipment are thoroughly cleaned at the end of the day.

Status: Reports to Department Manager
Part-Time
Pay Level I, hourly

RESPONSIBILITIES

I. PACKAGING & MERCHANDISING

1. Carefully package breads, pastries, and other goods produced by the baker.
2. Constantly stock and face up bakery items to maintain excellent shelf condition.
3. Assist with maintaining displays, product areas, and signage in an attractive and clean condition.

II. BAKING ASSISTANCE & CLEANING

1. Assist with baking tasks as needed or directed by the bakers and management.
2. Perform thorough end-of-day cleaning of the bakery department, including sanitizing all workstations and baking equipment.
3. Ensure that storage and display areas are maintained in a clean and orderly condition that meets health department's standards.

III. CUSTOMER SERVICE

1. It is the responsibility of every City Center Market employee to ensure that our customers are always well served.
2. This is done in primarily four ways:
 - a. Actively interacting with customers daily so that each customer feels welcome, looks forward to returning, and has their needs met.
 - b. Performing the tasks assigned to this position in an exceptional manner.
 - c. Actively educating yourself about City Center Market's products, natural foods, nutrition, and food preparation to best answer our customers' questions.
 - d. Using your time at work productively and efficiently to spend as much time as possible with customers and so that business resources are used well.

IV. OTHER

1. Attend department meetings, storewide meetings, and training as scheduled.
2. Perform other tasks assigned by Department Managers, the General Manager, or the Operations Manager.

DESIRED SKILLS AND EXPERIENCE

- Excellent communication skills.
- Excellent customer service skills.
- Demonstrated attention to detail and good organizational skills.
- Demonstrated capacity for teamwork.
- Ability to prioritize tasks and handle multiple demands while remaining calm under pressure.
- Willingness and ability to grow to meet the changing requirements of the job.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to freely access all areas of the store including the sales floor, backroom, and office areas.
- Ability to move or handle merchandise throughout the store including in coolers and freezers.
- Ability to frequently lift 50+ pounds.
- Ability to frequently bend, stoop, reach, and crouch.
- Ability to stand for prolonged periods of time.