



JOB DESCRIPTION

Title	Bakery Production Worker
Reports To	Bakery Department Head

Job Purpose:

The primary focus of this position is assisting the Bakery team in daily production. In this position you will be required to meet productions requirements while fostering a positive work experience for clients and staff.

The employee must agree to adhere to The Flower Cart's Core Values and follow the appropriate lines of communication. This position must be available Monday thru Friday, generally day shifts only. Overtime is not normally required but may be based on operational need and is a condition of employment.

The job description is a guideline only and the incumbent may be required to perform other duties for which they are qualified, on an ad-hoc or permanent basis.

Duties and Responsibilities

Responsibilities include, but are not limited to:

Production

- Bread making and slicing
- Roll making – roll machine and quality control
- Package product- bag, count and prepare product for customers
- Measure flour and shortening for the next day's production in coordination with the Bakery Department Head
- Make and date labels

Administrative Tasks

- Record Keep – logs, orders, production schedule
- Data entry
- Customer Orders

Cleaning

- Daily general cleaning tasks
- Monthly cleaning tasks

Teamwork

- Foster a team oriented work environment
- Cooperate with peers in other enterprises and projects of The Flower Cart

Safety

- Assist in identifying workplace hazards and in developing the solutions to address identified hazards.
- Demonstrate good ergonomic practices including identifying possible inappropriate practices in the work space.
- Work in a safe manner at all times.

Other related duties as assigned.

Key Qualifications

- Grade 12 or equivalent
- Familiarity with MS Office suite, including Excel and Word
- Experience working in a production setting
- On-the-Job training time expected 1-3 months

Core Competencies

- Ability to maintain confidentiality.
- Superior communication, customer service, and active listening skills.
- Detail-oriented and logical thinking skills.
- Ability to problem-solve and excellent time management skills.
- Organized.
- Self-motivated, with the ability to work independently.
- Ability to relate to and interact with a variety of people.
- Ability to Multi Task

Working Conditions

- Working hours are generally from Monday – Friday from 7:30 am to 3:30 pm, and some additional hours may be necessary.
- Able to stand on your feet for extended period of time.
- Physical tasks and interaction with various elements of the workspace environment are required.
- Exposure to flour dust and dirt.
- Working with a diverse team.
- Exposure to heat, cold, and noise as consistent with a bakery.
- Physical Requirements:
 - Ability to lift up to 50lbs unassisted.
 - Ability to perform tasks such as kneeling, bending, reaching, and standing for long periods.
 - Ability to perform repetitive motion tasks, e.g., filling or working on a computer.
 - Ability to work in a fast paced environment.