

Bakery Clerk

PRIMARY OBJECTIVE:

To provide wrapping, stocking and customer service support for the Bakery Department

NATURE AND SCOPE:

Emphasis in this position is to consistently service customers and to prepare and display product to ensure maximum sales and product availability. Primary learning challenge is product knowledge, sequence of work flow and production speed. This position requires ongoing social skills/verbal interaction, reading, standing, walking, moderate lifting, and operation of finishing and wrapping equipment. Position functions and work hours may vary according to business needs. Assignments and work direction are provided by the Bakery Director, Bakery Supervisors or person in charge.

ESSENTIAL POSITION FUNCTIONS:

1. Finishes bakery product
2. Wraps bakery product
 - A. Slices and bags bread and buns
 - B. Transfers product to trays or containers
 - C. Shrink wraps when appropriate
 - D. Labels all wrapped product
3. Stocks, rotates and faces bakery product
 - A. Prepares sales area by cleaning cases and bins
 - B. Rotates and faces product
 - C. Stocks shelves, bins and cases
 - D. Checks price and verifies sign and product price
 - E. Stocks supplies
4. Assists customers with questions and requests
 - A. Attends to customer needs for ordering, information and counter service
 - B. Greets customers in department and offers suggestive selling
 - C. Answers department calls
 - D. Use of register
5. Follows all store and department policies and procedures.

ADDITIONAL POSITION FUNCTIONS:

6. Assists in maintaining proper signage and decorations
7. Prepares a cleaning list
 - A. Wipe down counters
 - B. Sweep
 - C. Mop
 - D. Cases

NIGHT CLOSER JOB DESCRIPTION:

- A. Finish packaging products

- B. Overwrap donuts
- C. Clean cases inside and outside
- D. Put product on shelf and face
- E. Fill shelves before you leave
- F. Fill supplies (bags, napkins, boxes)
- G. Wash trays
- H. Sweep & mop floor
- I. Empty wastebaskets
- J. Cover bars in cold case and fill
- K. Clean bread slicer
- L. Clean out sink every night

FUNTIONAL REQUIREMENTS:

Physical – lifting/carrying 20 to 40 lbs., pushing/pulling 100 to 150 lbs., equipment operation (shrink wrap, label machine, bread slicer, glazer, knives), turning, bending, repetitive, motions, (twisting, and clipping bags, labeling, wrapping, shrink wrapped items), reaching, walking on uneven ground, standing, crawling, stooping, climbing ladders

Mental – judgment/decision making, memorization, reading, math

Environmental – works close to heated surface