



Bakery Assistant

Sweet Encounter Bakery

Supervisor: Bakery Manager

General Job Description: The Bakery Assistant will mainly be preparing batters, doughs, and frostings. The BA will also decorate cookies, cupcakes and cakes. It is critical you can properly read recipes and measure ingredients to produce the standard Sweet Encounter Bakery product.

Major Duties and Responsibilities:

Must be able to perform the following:

- Accurately follow recipes
- Decorate baked products using glaze, icing, and other toppings to achieve a finished appearance.
- Labeling of all packaging and products

Minor Duties and Responsibilities:

- Ensure workspace and tools are cleaned prior to end of shift
- Assist other bakery staff with tasks as needed
- Inform Bakery Manager of any ingredients low in stock

Qualifications:

- Experience working in a bakery or kitchen environment
- Detail-oriented
- Flexibility to work around customer demand
- Ability to work with team members to solve problems
- Good planning skills
- Ability to read and follow recipes
- Passion to work with people
- Creative thinker
- Problem solver and can work with minimal supervision

Compensation/Benefits:

- \$12/hr plus shared tips
- 15-20 hours a week (no overtime unless approved in advance by management); work evenings and weekends
- Six month and yearly reviews; opportunity for pay raise

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Corporate Values: A company is only as successful as its people. People are the single most important asset in any business. To this end, our core company values are

1. **Put People First** - Our goal is to satisfy the needs of our customers and profit is a byproduct of our commitment to excellent products and services. We meet the needs of our employees by providing them with competitive pay and a great work environment. When our employees are valued, they will give their best which directly impacts the quality of our products and services.
2. **Give back...support our community** - We will give back at least 5% of our revenue in various ways to support our local community. We will donate our time and talents at least 3x a year to worthy causes.
3. **Be Excellent** - Customer safety is our top priority: ensure our products are safety. Our customers trust us to deliver a safe, high quality and delicious product and/or service. We accomplish this by implementing strong quality control processes, always striving to become the best version of ourselves, and offering the best products and services.
4. **Be Bold Be Great** – be a risk taker; take accountability. Stive for excellent in all you do.
5. **Be Innovative**– think outside the box. Be creative. Find the best, most efficient and effective way to do things.
6. **Be the solution** - see something, say something, do something. Take accountability. Seek answers and solve problems.