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| Job Title: | Sweet Creations Bakery Assistant | FLSA: | Non- Exempt |
| Department/Group: | Sweet Creations | Reports To: | ADT Coordinator |
| Location: | Maysville | Travel Required: | No |
| Position Type: | Full-time |
| HR Contact: | Christal Henderson | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description**: Will assist in preparing bakery products, assisting customers and other duties in the store with Saturday and Holiday hours. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: chenderson@comprehendinc.org |
| Job Description |
| Role and Responsibilities* Assist in the preparation of bakery items: preparation, presentation, and storage.
* Ability to follow recipes and safe practices for the preparation of all items.
* Excellent communication skills and customer relation skills
* Ability to easily adapt to organizational and a variety of people.
* Maintain compliance with all policies and procedures and training as required by the agency.
* Other duties may be required, including cleaning duties and sanitization of good prep items / surfaces, and operating a cash register, and display of products.

**Qualifications and Education Requirements*** High School Diploma or GED required.
* Driver’s License
* Baking experience preferred.
* Satisfactory background checks and drug screens.

**Physical Requirements*** Must be in good physical condition and capable of lifting 25 lbs by self and 50 lbs with the help of another person.

**Special Requirements** * Be a courteous and customer friendly person.
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| Reviewed By: | ADT Coordinator | Date: | 01/09/2023 |
| Approved By: | Human Resource | Date: | 01/09/2023 |
| Employee Signature: |
| Last Updated By: | 01/19/2023 |