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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 Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [chenderson@comprehendinc.org](mailto: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. | | | | | |
| Reviewed By: | ADT Coordinator | | | Date: | 01/09/2023 |
| Approved By: | Human Resource | | | Date: | 01/09/2023 |
| Employee Signature: |
| Last Updated By: | 01/19/2023 | | | | |