



**Hollabaugh Bros., Inc. Fruit Farm & Market**  
Job Description for:  
**Baker's Assistant**

This job description is an overview of expectations and responsibilities of the Retail Market Baker's Assistant for Hollabaugh Bros., Inc. It is an extension of the general company policies described in the Employee Handbook and/or the contract of employment. Day to day responsibilities may vary substantially, depending on the time of the year. Other activities or requirements may be assumed as disclosed at the time of hire or as may develop in the normal course of business.

**1) Qualifications**

- a) A minimum of a high school diploma with at least some prior job experience in a bakery or a restaurant kitchen. Training will be provided by the bakery manager, as necessary, to support the operations of the bakery and to assure the quality and consistency of baked goods produced each day.
- b) Some basic computer skills would be helpful, although not required. Training, as appropriate or necessary, will be provided by the management.

**2) Responsibilities in the Bakery**

- a) Competently learn the recipes to bake the array of products offered at Hollabaugh Bros., Inc. in an efficient, consistent manner.
- b) Follow through with production schedules for the preparation, inventory, and management of fresh baked goods as assigned by the head bakery and/or bakery manager.
- c) Maintain bakery equipment per state and company standards, ensuring a clean, safe work area.
- d) Maintain an organized, neat, and clean appearance in the bakery and bakery sales areas.
- e) Assist with the inventory and rotation of baked goods in relation to production schedules.
- f) Work closely with the other bakery staff, as well as other retail staff and management.
- g) Maintain the general efficiency and flow of work in the kitchen, including but not limited to: assistance with or oversight of: the preparation of product for baking, the washing of dishes, the wrapping and labeling of products, and the cleaning of the bakery and laundry.

**3) Term of Employment / Work Schedules**

The Baker's Assistant shall:

- a) Be considered a part time position.

**4) Definition of Authority**

- a) The Baker's Assistant is directly responsible to the Bakery Manager, the Management of the Retail Market, and the board of directors of Hollabaugh Bros., Inc.