



Hollabaugh Bros., Inc. Fruit Farm & Market
Job Description for:
Bakery Support Staff

This job description is an overview of expectations and responsibilities of the Retail Market Bakery Support Staff 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.

2) Responsibilities in the Bakery

- a) Maintain proper sanitation procedures as required by PA Dept. of Agriculture.
- b) Maintain an organized, neat, and clean appearance in the bakery and bakery sales areas.
- c) Prepare product for baking; i.e., peeling, slicing, and washing fruit for use, etc.; mixing pie fillings; assembling pies, dumplings, and other bakery items as directed by the Bakery Manager.
- d) Package and label bakery product, maintaining label inventories and communicating inventory requests to the inventory manager in a timely fashion.
- e) Stocking and rotating bakery product on the retail floor.
- f) Wash dishes in a timely manner or as directed by the Bakery Manager.
- g) Maintain the cleanliness and working order of ovens, mixers and other equipment and objects in the bakery kitchen.
- h) Ensure bakery laundry is completed on a daily basis.

3) Term of Employment / Work Schedules

The Bakery Support Staff shall:

- a) Be considered a part time position.

4) Definition of Authority

- a) The Bakery Support Staff is directly responsible to the Bakery Manager, the Management of the Retail Market, and the board of directors of Hollabaugh Bros., Inc.
- b) Authority is limited to the reasonable means necessary to safely and conscientiously accomplish tasks as assigned by management in the normal course of work.