

**Saver Group, Inc.**  
**Job Description – BAKERY CLERK**

**Reports to: Deli/Bakery Manager**

**Hourly Position**

**Note:** This document describes the major responsibilities of the Saver Group Bakery clerk. Management reserves the right to assign other duties as required to insure efficient store operations.

**General Qualifications:**

- Experience in food prep, cooking, cake decorating and baking desired
- Customer service orientation, friendly personality.
- Excellent communication skills; willingness to teach employees.
- Strong work ethic.
- Ability to self start and complete work assignments
- Desire to grow in the job/ with the company.
- Flexible in work schedule; may vary week to week.

**Essential Functions/Job Responsibilities:**

- Customer Service – Meet customer needs with a smiling face. Always make our customers know that they are important and special to us. Handle all customer questions and concerns
- Insure freshness and quality through rotation of product throughout the department.
- Assist in training new personnel.
- Maintain food safety certifications required by Local or Government Agencies.
- Complete tasks as assigned by deli manager.
- Assist Deli/Bakery manager in maintaining prices as set forth by the meat merchandiser; Prices should be verified from computer printout to signage weekly.
- Set up and maintain all displays.
- Follow all store requirements when checking in vendors.
- Wear rubber gloves and hats in areas required by Health Department.
- Maintain Daily Temperature Log for coolers and sales floor cases. Post daily outside coolers.

*General Activities:*

- ✓ Check temperature of refrigerated case and walk-in cooler.
- ✓ Keep work area neat and clean at all times; clean and maintain equipment used in food preparation.
- ✓ Prep items as assigned
- ✓ Measure and assemble ingredients and cook items according to recipes or instructions.

Bakery Clerk,  
Effective, November, 2010

- ✓ Comply with established sanitation standards, personal hygiene, and health standards. Observe proper food preparation and handling techniques.
- ✓ Generate and complete paperwork on a timely basis.
- ✓ Document loss on shrink chart.
- ✓ Process enough packaged product to last until close.
- ✓ Store food properly and safely, marking date and item
- ✓ Clean prep station and sinks at the end of the day.
- ✓ Sweep and mop the prep area floor at the end of the day.

Receiving Deliveries:

- ✓ Check the load against the invoice for proper billing.
- ✓ Report overages and shortages to the Store Manager.
- ✓ Inspect product for quality and condition. If you identify product that is not acceptable, report the problem with a completed credit request to the store manager.
- ✓ Put load away in designated storage areas, maintaining proper rotation of the product.
- ✓ Code date all product on the end of each box with the delivery date to assist in proper rotation.

**Environmental Conditions/Physical Requirements:**

- ✓ Lift boxes and equipment up to 60 lbs.
- ✓ May be required to be on one's feet for extended periods of time.
- ✓ Frequent Exposure to smoke, steam, high temperatures, humidity, extreme cold.
- ✓ Frequent contact with unprepared and/or prepared foods and their ingredients.
- ✓ Frequent washing of hands.
- ✓ Hazards may include, but not limited to, cuts from knives, slipping, tripping, falls, and burns.
- ✓ Extremely busy periods accompanied by slow periods; bakery workers are expected to be working at all times.

**Acknowledgement:**

I have read and understand the description of the Bakery Clerk position in Saver Group, Inc. I understand that these essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Deli/Bakery Manager or Store Manager. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

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Signature, Applicant/Employee

Date

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Witness, Saver Group, Inc.