



# The JAVA HOUSE

## Job Description

**Position:** **BAKERY ASSISTANT**

**Definition  
of Position:**

Prepare, finish, pack and deliver exceptional Java House bakery, pastry and food products in clean, food code compliant working environment. Follow recipes and proper baking procedures. Identify inadequate inventory levels and any operational or product inefficiencies through proper communication channels. Practice effective food cost controls and maintain accurate recordkeeping of products prepared. Maintain exceptional, individual guest service and presentation.

**Mission:** Prepare and execute exceptional Java House bakery, pastry and food products for Java House retail locations and its guests.

**Reports to:** Bakery OPERATIONS Manager

**Range of Pay:** \$8.00 - \$10.00 per Hour based on Experience with additional benefits for 30+ hours.  
Additional \$2.00 Premium Pay per Hour for Overnight Shifts.

**Responsibilities:**

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### REQUIREMENTS

- ✓ Must be 18 years of age to operate equipment and drive company vehicles.
- ✓ Valid Iowa Driver's License. Delivery staff must maintain good driving record and notify management of any changes in driving record.
- ✓ Exerting up to 50 pounds of occasionally, up to 20 pounds frequently and up to 10 pounds at all times.
- ✓ Ability to stand for long periods of time.

### PERSONAL CHARACTERISTICS

- ✓ Ability to coordinate multiple bakery tasks simultaneously, timely and efficient manner.
- ✓ Demonstrate time management, organizational skills and ability to work independently.
- ✓ Detail oriented, desire and passion for **exceptional** bakery product.
- ✓ Display pleasant and polite demeanor while motivating co-workers to work as a team and to ensure that food and guest experience meet Java House standards.
- ✓ Ability to communicate feedback to others constructively and politely.
- ✓ Accept special projects as required and appropriate for your own self-development.

### ACCOUNTABILITIES

- ✓ Inform Operations Manager promptly and fully of product inefficiencies and weaknesses, inadequate inventory levels or supplies that may affect quantities needed for retail stores, or other operational issues such as staffing problems or equipment failures. Take prompt corrective action where necessary such as NOT serving a product, adjusting baking quantities to account for a shortage or suggest alternative course of action.
- ✓ Promptly monitor, reply and update Java House shift log during each shift.
- ✓ Complete job responsibilities and performance objectives in a timely and effective manner and in accordance with Java House Staff Handbook.
- ✓ Maintain favorable working relationship with all company Java House staff to foster and promote a cooperative and harmonious working climate which will be conducive to maximum morale, productivity and efficiency / effectiveness.
- ✓ Maintain good hygiene and clean appearance while providing a favorable image of Java House to promote its philosophy at all times.

### PERFORMANCE TASKS

- ✓ Follow baking recipes, identify supplies, follow procedures **safely** and suggested bakery quantities.
  - ✓ Practice Java House company training policy and safety procedure
  - ✓ Preparation on pans, proofing, scoring, baking and finish of baked goods and pastries, timely and efficiently while maintain company Java House food quality and presentation standards.
  - ✓ Gently packing, delivering and displaying food and pastries as necessary while maintain exceptional food and pastry presentation.
  - ✓ Ensure proper product identification, labeling and expiration dates of each product for each retail store location.
  - ✓ Record accurate food and pastry quantities for each retail store location.
  - ✓ Practice proper portion controls, quantities for food and bakery products. Maintain and organize proper storage, identification and organization of products while maintaining optimal freshness and FIFO inventory principles.
  - ✓ Identify inadequate inventory levels and any operational or product inefficiencies through proper communication channels such as staff shift log, email or in person.
  - ✓ Complete any additional daily items to do projects.
  - ✓ Monitor, verify and assist the Guest with necessary food and/or bakery special order and donation requests, striving to **exceed** guest expectations in product quality and presentation.
  - ✓ Ensure proper equipment and facility cleaning practices during each shift and maintain food code compliant facility at all times.
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