

## Job Description – Part time Assistant Baker

**POUNDCAKE Bakery -4730 Main Street, Lisle, IL 60532**

[www.poundcakebakery.us](http://www.poundcakebakery.us)

Hours per week needed: 15 – 20 hours

**Business description:** PoundCake Bakery Inc. is a newly expanded retail store in Downtown Lisle; offering standard and specialty pound cakes, pies, muffins, scones, egg bytes, sweet and savory breads, and bar cookies. We serve brewed coffee and also have an espresso machine for higher volume espresso drinks, with seating for 20 customers in store. We have corporate accounts and participate in local special events.

**Position description:** Opportunity exists for potential employee with basic baking skills; have made simple baked goods, in either a home based or commercial setting. (Brownies, cakes, quick breads). Ability to follow recipes and produce final finished product with quality. Other baking experience can include baking sweet or savory breads, pies, and scones. Other aspects of position include interfacing with customers at store, taking custom orders, bagging and labeling product for final sale, and clean-up of premises. Barista/coffee experience also helpful.

**Hours:** Flexible, with some weekend hours.

### **Qualifications:**

-Minimum of one year baking experience; either as student in a culinary program, a retail bakery, a commercial kitchen, restaurant, or storefront. Commercial food experience preferred over candidates with only home baking experience.

-Able to take direction and follow store recipes is critical to maintaining standards and quality. We have proven recipes that must be followed to ensure product consistency to our customers and ensure food safety.

-Customer service orientation; friendly, can interact with all types of customers.

-Has Food Safety Handler Certification through IL Restaurant Association or able to take and pass exam within 15 days of hire. Needs to understand and adhere to Food Safety guidelines, paying attention to labeling as pertains to customer allergies, etc.

- Honest with a good work ethic, team player

- Must have a sense of humor

- Able to multi task and get the job done; operational efficiency!

Please send a resume and brief cover letter as to qualifications, interest and availability along with a completed application form found on our website. References required.

Send all information in an email to [dave@poundcakebakery.us](mailto:dave@poundcakebakery.us) for consideration.