

Job Description

Position: Bakery Counter Clerk

Overview:

A bakery counter clerk is responsible for waiting on customers at the counter, packaging, pricing, and selling baked goods. They stock finished goods on racks, tables, cases and shelves, perform suggestive selling, merchandise and sign product displays. They operate stock dollies, mixing machines, bread slicers, ovens, scales, fryers, proofers, mechanical price marking devices and use knives and case cutters. They lift and stack up to 50 # and reach and stock product on shelves and racks up to 6 feet high. In addition, they prepare bakery items such as breads, cakes pastries, donuts and rolls. They also work in the cooler and freezer and perform sweeping, mopping case cleaning and general cleaning functions.

Job Requirements:

1. Outgoing personality with sales ability.
2. Merchandise product to meet sales needs.
3. Maintain sanitation standards.
4. Operate wrapping and price marking devices.
5. Pull or push wheeled vehicles weighing up to 200 pounds.
6. Reach and stock product up to 6 feet high.
7. Provide verbal & physical assistance to customers.
8. Produce, weigh, package, wrap, price and sell product.
9. Operate intercoms and phones.
10. Perform sweeping and general cleaning duties around their work area.
11. Perform freshness checks and re-condition product.
12. Prepare stock and merchandise products.
13. Date and rotate products.
14. Bag and remove trash.