



**SPECIAL TOUCH BAKERY, INC.**  
**-VACANCY NOTICE-**  
**POSTING PERIOD: 08/07/2017 to 08/21/2017**

**Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.**

**POSITION:** BAKERY PRODUCTION TEAMMEMBER  
**WHEN:** Immediate  
**HOURS:** Full-Time/Non-Exempt

**DESCRIPTION**

As part of the Bakery Production team, perform bakery processing duties and maintain equipment operation in order to keep production at optimum efficiency at all times while complying with Good Manufacturing Practices (GMP's), food safety and quality standards, and safe policies and procedures (mixer/oven/proofer/line operator positions).

**RESPONSIBILITIES:**

- Prepare products for customers by packaging, and labeling the products
- Effectively balance and complete tasks while ensuring customer orders are completed on time
- Thaw, bake, fill, and package baked goods
- Store items in an orderly and accessible manner in supply rooms and other areas
- Combine measured ingredients in bowls of mixing, blending, or cooking machinery.
- Set time and speed controls for mixing machines in accordance to instructions.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Follow core recipes and techniques when making a variety of creams and fillings
- Properly handle products, use equipment, keep accurate logs and follow sanitation practices in accordance with food and human safety guidelines
- Clean and sanitize work areas, equipment, utensils, dishes and silverware
- Follow production lists when prioritizing and completing tasks, utilize job aides when preparing all products at the correct times throughout the day
- Support, encourage, and respect co-workers
- Work with supervisor to set and achieve goals
- Comply with Policies and Work Rules, as well as, federal and state laws
- Maintain open lines of communication with supervisors and coworkers to ensure the most efficient operations in the department.
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers.
- Other duties as assigned

**QUALIFICATIONS**

Must have the ability to properly handle, prepare, transport and store products; ensuring food & human safety practices are strictly adhered to. Will possess knowledge of raw materials and production processes; organizational skills, prioritizing requests and department activities while managing interruptions and attending to details to complete tasks within deadlines; knowledge of products used throughout the department; utilize resources to educate self and others about product uses and characteristics, being sure to share acquired product knowledge

**EDUCATION and/or EXPERIENCE**

High School Diploma or equivalent required. Prior food production experience preferred.

***Please send cover letters and resumes to: [Employment@holychildhood.org](mailto:Employment@holychildhood.org)***

The Special Touch Bakery is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, sex, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

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