

## Orr's Farm Market

<b>Job Title:</b>	Bakery Worker		
<b>Location:</b>	Orr's Farm Market Bakery	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$8.75/Hr. Starting Pay	<b>Position Type:</b>	Seasonal/Part Time
<b>HR Contact:</b>	Katy Orr-Dove	<b>Date posted:</b>	2018 Season
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	December 31, 2018
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (304) 263-1153 or <a href="mailto:info@orrsfarmmarket.com">info@orrsfarmmarket.com</a> Subject Line: Bakery Application 2018 <b>Attention:</b> HR Department		<b>Mail:</b> Katy Orr-Dove Orr's Farm Market P.O. Box 906 Martinsburg, WV 25402	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>Food Safety Responsibilities:</p> <ul style="list-style-type: none"> <li>• Keep a Clean Work Environment and Take Care of Bakery Equipment</li> <li>• Complete Daily Cleaning Activities</li> <li>• Use Proper Hand Washing and Glove Routines</li> <li>• Prevent Cross-Contamination</li> <li>• Wash Dishes</li> <li>• Keep Samples Full and Rotated</li> </ul> <p>Daily Bakery Responsibilities:</p> <ul style="list-style-type: none"> <li>• Check Dates and Rotate Food Items for Freshness</li> <li>• Bake Items at a Reasonable Rate of Speed</li> <li>• Bake Items to a Consistent Quality</li> <li>• Inventory Activities</li> <li>• Check In and Put Away Bakery Supply Shipments</li> <li>• Complete Customer Orders on Time</li> <li>• Keep a Log of Baking and Discounting</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <p>Must be at least 16 years old to work with bakery equipment. Must be able to lift 50 lbs. repetitively.</p> <p><b>Preferred Skills</b></p> <p>Must be able to read and follow recipes. Must be able to use basic math to convert fraction amounts. Knowledge of baking terminology and equipment is preferable. Must be able to manage time and multi-task. Must be able to follow hygiene and food safety requirements.</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	