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| Job Title: | | Assistant Bakery Manager | |
| Location: | | Orr’s Farm Market Bakery | | Travel Required: | No |
| Level/Salary Range: | | Negotiable Depending on Experience & Education | | Position Type: | Full Time |
| HR Contact: | | Katy Orr-Dove | | Date posted: | March 2025 |
| Will Train Applicant(s): | | Yes | | Posting Expires: | TBD |
| Applications Accepted By: | | | | | |
| E-mail:  [orrsinfo@gmail.com](mailto:orrsinfo@gmail.com)  Subject Line: Assistant Bakery Manager Application 2025  **Attention:** HR Department | | | Mail:  Katy Orr-Dove  Orr’s Farm Market  P.O. Box 906  Martinsburg, WV 25402 | | |
| Job Description | | | | | |
| Role and Responsibilities   * Maintain a positive & productive bakery team, and support the Bakery Manager * Communicate with farm market management about scheduling needs & employee performance * Train new bakery staff on baking and deli item production * Provide food safety and rotation knowledge to staff & oversee it is completed daily * Oversee sales staff at bakery counter is knowledgeable & takes order correctly * Ensure that customer and store orders are completed on time and correctly * Assist with inventories and order bakery ingredients and supplies * Suggest new items and oversee new product development * Assist with catering of parties and events * Menu development * Plan ahead for big sales days and holidays * Monitor product quality and movement * Oversee the cleanliness and maintenance of the bakery, bakery sales, and all freezers/coolers * Work with bakery and market management on production numbers and budgets to improve sales * Also performs duties of staff as required * Assist with pricing and labeling of products   Qualifications and Education Requirements  ServSafe Manager’s Certification and Previous Experience Preferred. Culinary education or degree is a bonus.  Preferred Skills  Leadership Skills, Adept with Technology, Baking and Recipe Development | | | | | |
| Reviewed By: |  | | | Date: |  |
| Last Updated By: |  | | | Date/Time: |  |