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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.comSubject Line: Assistant Bakery Manager Application 2025**Attention:** HR Department  | Mail:Katy Orr-DoveOrr’s Farm MarketP.O. Box 906Martinsburg, 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 RequirementsServSafe Manager’s Certification and Previous Experience Preferred. Culinary education or degree is a bonus.Preferred SkillsLeadership Skills, Adept with Technology, Baking and Recipe Development |
| Reviewed By: |  | Date: |  |
| Last Updated By: |  | Date/Time: |  |