

JOB DESCRIPTION

Job Title	Bakery Manager	Department	Bakery Department
FLSA Status	Non-Exempt	Reports To	Store Director
<input checked="" type="checkbox"/> Fulltime	<input type="checkbox"/> Part-time	Hours	40
Date Created	05/16/2025	Approved	

Primary Functions: The Bakery Manager is responsible for managing and overseeing the daily operations of the Bakery Department.

Compensation

\$22.00 per hour

Essential Functions

- Ensures compliance with company policies and procedures with respect to department operations, quality, safe food handling to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Tracks sales, manages inventory, and orders merchandise to ensure freshness, meet customer demands and ensure profitability of department.
- Develops and implements localized merchandising plans, sets up and creates displays for new or seasonal items to drive sales.
- Manages and schedules staff and delegates work assignments.
- Provides training on department procedures, safe food handling, and sanitation regulations.
- Ensures that staff work safely and comply with local, state, and government weights, measures and labeling laws.
- Oversees and prepares baked goods, breads, pastries, etc. and sets up displays.
- Takes orders and provides exemplary customer service.
- Cooperates with other departments in special promotions to help drive sales.
- Any other duties as assigned.

Competencies

The Bakery Manager must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have excellent interpersonal and communication skills, and interface well with management, co-workers, and the public. The Bakery Manager must have the ability to motivate teams; work in fast-paced environment, have good judgement and make decisions. Must be knowledgeable in Bakery resources, math, pricing, and technology.

Education and Experience

High School Diploma or equivalent
 Culinary education or relevant work experience
 3+ years' experience in Bakery Management
 Microsoft Office proficient

Perks include:

Employer sponsored health benefits
 Generous vacation package
 Flexible schedules
 Employee Recognition Program
 401K Employer Match
 Referral Program

Physical Requirements

Ability to be work in varied temperature environment due to working with ovens and freezers.

Ability to be in a stationary position and/or move about for various intervals

Ability to utilize the phone (requiring auditory and verbal senses)

Ability to utilize computer and packaging equipment for various intervals (requiring finger dexterity/visual acuity)

Ability to lift up to 50 lbs.

Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.