

JOB DESCRIPTION

Job Title	Assistant Bakery Manager	Department	Bakery Department
FLSA Status	Non-Exempt	Reports To	Bakery Manager
☒ Fulltime	☐ Part-time	Hours	40
Date Created	8/01/2026	Approved	

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

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 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.
- 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 Assistant 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 Assistant 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.

Job Type: Full-time

Salary: \$19.00 - \$22.00 per hour, commensurate w/experience

Expected hours: No more than 40 per week, includes evenings/weekends

Benefits:

- 401(k) matching
- Health/Vision/Dental insurance
- Employee discount
- Flexible schedule
- Generous vacation package
- Employee Referral Reward
- Employee Recognition Program

Experience level:

- 2 years bakery department
- 1 year management

Shift:

- 8.5 hour shift, including 30-minute meal

Weekly day range:

- Monday to Friday
- Weekends required

Education and Experience

High School Diploma or equivalent

Post Graduate education or equivalent work experience

1+ years' experience in Bakery Management

Microsoft Office proficient

Physical Requirements

Ability to 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.