

Chococoa Baking's Job Posting

Morning Baker

Status: Non-Exempt, Hourly, Part-time (20-30 hours)

Schedule: Hours start at 5 AM to 9 or 10AM, Monday, Tuesday, Thursday, Friday, Saturday. Wednesdays and Sundays off.

Pay: \$20-25 per hour, depending on experience. Some training available.

General: Local growing business looking for a morning baker who loves making great products, enjoys working independently, and wants to be part of a team that takes pride in baking quality baked goods. Room for advancement and creativity is encouraged.

The Baker supports the Owners by preparing and baking all non-whoopie-pie products. Responsibilities include baking pre-made products according to specifications and preparing scratch-made products by measuring, mixing, shaping, and baking according to established recipes. The Baker may also assist with special orders and product development projects under the guidance of management, which may include recipe development and flavor profile testing.

The primary goal of this role is to ensure high-quality bakery products are prepared accurately, consistently, and on time. The Baker is responsible for ensuring the bakery case is stocked and ready for café opening at 7:00 AM and for maintaining Chococoa's standards for quality, presentation, and customer satisfaction.

All Chococoa team members are expected to communicate respectfully and work cooperatively with customers, coworkers, and management.

Responsibilities include:

Preparation:

- Monitor ingredient and product inventory levels, quality, and freshness, and notify management of ordering needs.
- Receive and verify deliveries, ensuring products match orders as needed.
- Organize, rotate, and maintain inventory, removing substandard products.
- Maintain bakery product inventory levels to support daily production needs.
- Maintain quality, consistency, and production standards while minimizing waste.

Completion:

- Heating and preparing pre-frozen bakery products to exact specifications and instructions, within the needed time frame
- Processing raw ingredients, preparing different batters and mixtures, and handling ingredients under management supervision

- Packaging and labeling bakery products, as needed

Team Support:

- Maintaining a clean and neat appearance and following all required food hygiene and safety standards, as required by the Massachusetts Department of Health, including educating team members on safety standards, as needed
- Supporting management in the supervision of bakery assistants and associates and setting a good example for the team members with timely arrival, respectful communication to all, adherence to safety and food safety standards, attention to detail, and insistence on excellence.

Knowledge, Skills and Abilities (KSAs) Required:

- Knowledge of bakery production techniques and safe food handling practices.
- Ability to operate commercial bakery equipment, including ovens, mixers, and scales.
- Strong organizational, time management, and multitasking skills.
- Ability to work independently and efficiently in a fast-paced environment.
- Attention to detail and commitment to producing high-quality products.
- Ability to answer questions about ingredients and allergens.
- Reliable, punctual, and able to complete scheduled shifts.
- Ability to follow written and verbal instructions and communicate effectively with team members.
- Ability to work collaboratively, provide constructive feedback, and treat others with respect.

Minimum Experience and Education Required:

- GED, certificate or diploma from high school, trade school or college
- Must be at least 18 years of age, per Mass regulations
- General knowledge of mixing and pastry production required
- Commercial bakery experience helpful, but not required
- ServSafe or food safety certification a strong plus (ability to pass certification after hire if do not currently possess)

Work Environment:

Work is performed in bakery area, which includes:

- Exposure to high temperatures, sharp edges, heated surfaces, flour dust and other food products or potential allergens
- Noise levels can be moderate-high when using some equipment
- Visual acuity required to work safely and determine quality of appearance of product
- Standing throughout the entire shift

Heavy Work- Ability to lift up to 50 pounds regularly and frequently