



Job title: Baker

Reports to: Jess Owen (Owner) + Tori Cooper (Virtual Assistant)

Role Purpose: day to day baking of cakes, donuts and cookies, basic cake and cookie decorating, cleaning and sanitising, Food Control Plan record keeping and maintenance customer service and occasional deliveries.

Hours: Wednesday, Thursday, Friday and Occasional Saturday mornings, approx 15-30 hours per week depending on workflow.

Pay: \$20 p/hour

Role Type: Contractor

Key Responsibilities	Deliverables/outcomes
Weekly baking of cakes, donuts and cookies	Bake all cake layers, cookies and donuts for the weeks/days orders. Ability to follow recipes and detail, measure and mix ingredients by hand and with machinery. Prepare customer orders to a high standard.
Cookie decorating	Ice cookies with fondant and stamp according to order specifics, package and box for courier/pick up
Cake decorating/icing	Learn basic buttercream skills to crumb coat cakes ready for Jess to decorate, be taught basic decorating skills and work alongside Jess
Icing/filling preparation	Make buttercream, icings and fillings according to supplied recipes
Donuts	Roll dough, cut and cook donuts under Jess's supervision until mastered. Learn the basics of dough making, proving, cooking, icing and filling Auckland's most epic donuts! Be part of our successful donut days and possible market day prep.

Cleaning + food safety	Confidence with Food Safety and Health and Safety Standards and able to uphold these on a daily basis within our current A graded Food Control Plan - training will be provided
Record Keeping	Update and record cleaning schedules, fridge temperatures and other records for Council Food Control Plan

The right candidate will be:

Careful and accurate with an eye for detail, creative, practical and efficient with good organisational skills

Able to work quickly and well under pressure, able to work on their feet for prolonged periods of time, able to follow instructions, do basic maths, and have excellent english speaking/understanding.

Be able to work as part of a team and alone autonomously without supervision.

Have a hard working attitude and work until the job is done to a high standard, uses their initiative and recognizes and implements efficiencies.

Have impeccable personal hygiene and presentation standards, a willingness to learn and a positive attitude. Bakers need to be reasonably fit and healthy, with a high standard of personal cleanliness, heavy lifting is required (up to 30kg)

Have their own transport/vehicle and drivers license (shopping and deliveries may be required occasionally)

Legally able to work in New Zealand

Be a registered sole trader/self employed and

Experience required:

Basic baking/cake decorating skills required - please include photos of your work

Basic food safety understanding (training provided)

Basic food handling, experience in cafe/restaurant/bakery/customer service preferred but not necessary.

Please apply by sending your CV, at least 2 references and photos of your work to workatjustjess@gmail.com - Applications close 1st August 2020

A shortlist will be made for potential applicants and they will be contacted within 2 weeks to arrange an interview.

Come and join me! I'm looking for a fun, motivated and like minded person to join me, learn how to make thicc donuts, fluffy buttercream and bring others joy through beautiful and delicious food. I've got big plans baby, so jump on board and ride this wave with me.

Lots of love and buttercream dreams,

Jess x