



CUSTOMER SERVICE

Pay Range: \$6.00/hr to \$8.00/hr

Primary Responsibilities:

1. Greet customers when they enter the store and offer a slice of bread from our sample board.
2. Become knowledgeable about the nutritional value of the products and be prepared to answer customer questions relating to the nutritional value of the products.
3. Become knowledgeable about how the breads may be used and be prepared to give customers serving suggestions for using the breads.
4. Bag and slice bread.
5. Perform cashiering duties.
6. Brew coffee and keep coffee accessories filled.
7. Prepare lunch items, including sandwiches, soups and salads.
8. Set up products for display. This includes keeping the display cases clean, full, and properly labeled. A portion of all the bread varieties should be displayed because many people will assume that we don't have the bread type if it isn't displayed.
9. Clean and maintain customer retail area and front walk.
10. Assist with dividing/rounding duties as needed.
11. Assist with monitoring breads that are in the oven to determine when they are done.

Required Skills

- Must have friendly and courteous manner with customers and co-workers.
- Must be reliable and punctual.
- Ability to work effectively in team environment.



Head Baker

Baking experience is not required for this position; we can train you. Bakers for House of Bread typically begin work anytime from 2:00 a.m. to 4:00 a.m. The plan for this bakery is to have the baking shift begin at 3:30 a.m. That start time is subject to change based upon our experience once the bakery is open. The Head Baker will need to travel to San Luis Obispo (expenses paid) for four days of training prior to the opening of the bakery.

Pay Range: \$8.00/hr to \$11.00/hr.

Primary Responsibilities:

1. Determine the type and amount of breads to be baked.
2. Set up the bread schedule: determine the timing for mixing all breads and determine timing for dividing/rounding of all breads prior to baking. Inform the divider/rounders of the time schedule.
3. Mix all the breads and notify the dividers when the dough is ready to be placed on the bread table.
4. Mill the wheat.
5. Take inventory and order supplies.
6. Routine maintenance of equipment, including greasing mill monthly, oiling chains in bread oven, and cleaning compressors on refrigeration equipment.
7. Clean the utensils and bread bowls at the end of the shift.
8. Assist the divider/rounders if they are behind schedule.
9. Eventually, the baker will also be involved in the creation of daily management reports.

Required Skills

- Must be able to lift 50 lbs. (sacks of flour weigh 50 lbs.)
- Must be organized and deadline oriented.
- Must be detail oriented, focused on quality, and able to manage multiple tasks simultaneously.
- Professional baking experience is not required but an affinity for cooking and food is preferred. Reliability and strong organizational skills are the most critical factors for success.



Divider Rounder

Pay Range: \$6.00/hr to \$8.00/hr

Primary Responsibilities:

1. Divide the dough and shape it into loaves.
2. Make the cinnamon rolls.
3. Watch the loaves that are rising and place in the oven when ready.
4. Take the baked bread out of the oven when ready.
5. Clean the bread table and sweep the bakery at the end of shift.
6. Assist with customer service as needed.
7. Maintain inventory of production created each day.

Required Skills

- Reliability and punctuality.
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- No baking experience required but an affinity for cooking and food preferred.
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- Must be able to manage multiple tasks simultaneously.
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- Ability to work constructively in a team environment.



Assistant Baker

This person starts the early shift with the Head Baker (2:00am to 4:00) and bakes the muffins and scones and then has the same duties as the divider and rounder.

Pay Range: \$6.50/hr - \$9.00/hr

Primary Responsibilities:

1. Bake the cookies, muffins and scones and other baked goods.
2. Divide and shape the dough.
3. Place the loaves in the oven after sufficient rising time.
4. Take out baked bread from the oven.
5. Coordinate baking schedule with that of the baker so that the bread will be ready to be divided in time.
6. Stock the ingredients and write down the needed supplies.
7. Responsible for cleaning the baking area at the end of the day.
8. Fill in for head baker as needed.

Required Skills

- Must be organized and deadline oriented.
- Must be detail oriented, focused on quality, and able to manage multiple tasks simultaneously.
- Professional baking experience is not required but an affinity for cooking and food is preferred. Reliability and strong organizational skills are the most critical factors for success.