



NOW HIRING: Production Assistant, Part-time

Applications due: July 23, 2021

Pay: \$16.00 per hour

Location: Just Bakery; 1708 Thierer Road, Madison, WI 53704

Number of hour per week: 25 hours per week

Supervisor: Just Bakery Program Coordinator

DUTIES:

The Production Assistant is responsible for assisting in the day to day operations of the bakery. Successful operation is ensured by establishing, documenting, and enforcing policies and procedures regarding receiving and warehousing ingredients and supplies, food production, sanitation, distribution, and administration. This is a hands-on position where the vast majority of activities are conducted from the production floor. The bakery is in production 365 days a year including holidays. The Kitchen Manager and Program Coordinator will work out a shift rotation.

RESPONSIBILITIES:

- Strictly follow standards for food quality
- Work as a team to maintain an efficient working environment
- Maintain a sanitary work environment

QUALIFICATIONS:

- Experience in the production of baked goods such as pastries, breads, cakes and cookies in large quantities.
- Experience and understanding of the scaling and mixing of ingredients, formula calculation and adjustments, dough mixing and makeup, proofing and baking of all products.
- Understand the importance of team effort and efficiency to maintain a low labor cost.
- Ability to maintain a sanitary food production environment.
- Monitoring quality of goods and service.
- Requires a high school diploma or its equivalent and 3 years of experience in the field or in a related area.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Relies on experience and judgment to plan and accomplish goals.
- Able to perform a variety of tasks.
- Must be able to stand for long periods of time and lift up to 50 pounds.

Benefits:

Employee is eligible for a robust benefit package. Employee is eligible for paid vacation, sick-time and holidays based on schedule. Benefits also includes an Employee Assistance Program. Eligible for 3% increase after successful completion of orientation period.

Application Instructions:

Send a resume and cover letter to jean@justdane.org by July 23, 2021.

JustDane is an Equal Opportunity/Affirmative Action Employer.