



Highland Orchards, Inc.

Bakery Assistant

Highland Orchards is dedicated to providing our customers with outstanding customer service. We offer a great work experience in a unique atmosphere. We expect our employees to work safely and honestly, arrive to work on time, adhere to appearance standards, keep the store clean, be polite and courteous with customers and fellow employees, and take pride in their jobs.

TEMPORARY POSITION (summer, Fall Job): _____ - Thanksgiving

Job Description

- **Actively assist** the bakery team in daily preparation of baked goods.
- **Maintain presentation** of all bakery displays by stocking, labeling, and cleaning. Keep public and work areas clean and neat.
- **Engage customers** at the bakery counter; offer samples, suggestions, and great customer service.

Requirements

1. **Understand and follow safety** and sanitary techniques with food handling, and with operation and maintenance of tools and equipment.
2. **Must be available to work** at least one day per weekend and at least one Sunday per month.
3. **Must demonstrate Honesty and Integrity at all times.** This includes confidentiality of information pertaining to HO Inc and its customers.
4. **Generally must be able to regularly lift 25 lb.** and occasionally handle 50 lb. Ability to stand for five hours at a time.
5. **Must demonstrate an interest in** helping customers and helping coworkers by keeping productively engaged during work hours. This position does require a special interest in customer contact.
6. **Perform other assignments** as directed from time to time by management.

Hours: Typically less than 30 hours per week, depending on sales volume

Time Off: Is possible if arranged prior to schedule being posted.

Sick Time: Is not paid for. Employee is responsible for hours scheduled. Employee can arrange for substitution with management prior approval.

At Will Employment - Employee can quit at any time or position can be terminated at any time without cause. Generally 2 weeks notice is an accepted courtesy.

Training Period

Training period is the first sixty (60) days of employment during which time employee will be provided a training wage of _____ per hour. After the 60 days, if employment continues, employee will receive a wage at least equal to the minimum wage at the time.

I have read and agree to abide by this job description and policies as described in the Roadstand Manual and the H.O.Inc Employee guidelines.

Signed and dated