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Job Description

Job title:	Bakery Clerk
Reports to:	Bakery Manager

Job Purpose:

As a Bakery Clerk with the Tofino Co-op, you are responsible for preparing, decorating, pricing, packaging and merchandising bakery products. At the Co-op, it is our priority to provide only the freshest and highest quality products.

Duties and Responsibilities:

- Come to work with a positive, professional approach and attitude
- Be dependable for all scheduled shifts
- Provide outstanding courteous customer service
- Be familiar with and adhere to all Tofino Co-op policies and procedures
- Prepare, package, price and stock product as required and assigned
- Frost and decorate cakes or other baked goods
- Maintain and display all types of bakery products according to standards
- Provide proper maintenance and clean equipment regularly
- Be familiar with and adhere to all sanitation and personal hygiene policies of the co-op and government legislation
- Advise the manager when orders for replenishment of inventory are required and ensure proper mark-down reports
- Other duties as assigned

Qualifications:

- A secondary school diploma is preferred
- Previous retail experience is considered an asset
- Food preparation experience
- Excellent customer service skills
- Attention to detail

Working conditions:

Flexible, must be willing to work a variety of hours, including days, evenings as well as weekends and holidays based on the business needs

Physical requirements

- Constant standing and walking throughout shift for up to 8 hours
- Physically demanding; frequent lifting and carrying up to 50 lbs
- Kneeling, pushing, pulling, lifting
- Occasional ascending or descending stairs

What Tofino Co-op Offers:

- Full Benefits Plan including Health and Wellness Benefits, Extended Health Care, Dental, Life Insurance, Short-Term & Long-Term Disability Insurance
- Employer Matched Pension Plan (7.5% Matched)
- Employee Family Assistance Program
- Competitive wages paid bi-weekly
- Tuition Assistance
- Excellent Opportunities for further development and advancement