



## Baker

Truffles Bakery is looking for bakers to work part-time or full-time, including Saturdays or Sundays. Medical/dental benefits available for full-time employees. These job positions offer great experience to anyone enrolled in or considering a culinary program. Please download application from our website - drop off at the Bakery at 767 Farmington Avenue, or email application or resume to [truffles.bakery@gmail.com](mailto:truffles.bakery@gmail.com). Please reference this job posting, or how you heard about this job. There are multiple jobs open in the bakery, so depending on skill level and flexibility, hours vary, and we can be flexible as well, if the right person comes along. **NO PHONE CALLS PLEASE.**

### Responsibilities:

- Bake-off of morning pastries beginning at 5am (6:30am shifts also available, and possibly later shifts available).
- Preparation of cookies, bars, cupcakes and cakes from scratch recipes.
- Daily preparation of muffins, coffeecakes, etc.
- Stocking of bakery cases, ensuring freshness and visual appeal.
- Assist other bakers in keeping the bakery clean and organized.

### Skill Requirements:

- Possess a vision for quality and a passion for food.
- Must be able to work cooperatively with others– team players only.
- Must have excellent personal hygiene. Food safety certification a plus.
- Must be able to lift 50 lbs.
- Detail oriented, especially in following recipes exactly and attention to visual appeal of items in cases.
- Organizational skills.
- Must be punctual.
- Must have a good sense of humor & a cheerful outlook.
- Must be a MORNING person!!! :o)
- Ability to learn register system “just in case.”



## Sales Staff

Truffles Bakery is looking counterhelp for all shifts, part-time and full-time, for all days, Monday through Sunday. Week-day shifts available are 6:30-1:30, 7-3, 10-3, 12-6, 2-6 and 3-6. Saturday shifts available are 7-1:30, 9-1, 12-5 and 1-5. Sunday shifts available are 7:45-3 and 9-3. Hours are flexible, and applicants may apply for any number of shifts. These shifts are ideal for someone who wants to work anywhere from one to five days per week. Some shifts involve assisting with salad preparation during the week (no prep experience necessary). Please download application from our website - drop off at the Bakery at 767 Farmington Avenue, or email application or resume to [truffles.bakery@gmail.com](mailto:truffles.bakery@gmail.com). Please reference this job posting, or how you heard about this job. **NO PHONE CALLS PLEASE.**

### Responsibilities:

- Assisting customers timely and professionally.
- Answering the phone, taking catering and cake orders (we will train you on our procedures).
- Keeping store neat, orderly and clean.
- Assisting in organizing daily catering orders, deliveries, etc., ringing them into the register, preparing customer receipts for those orders and deliveries.
- Making of breakfast sandwiches in the morning until 8:30.
- Working to increase sales through suggestive selling, knowledge of product, etc.

### Skill Requirements:

- Exemplary customer service.
- Must have excellent personal hygiene. Food safety certification not required, but a plus.
- Neat, clean appearance at all times.
- Ability to learn menu/bakery items, etc., in order to answer customer questions.
- Possess a vision for quality and a passion for food.
- Must be able to work cooperatively with others— team players only.
- Must be able to lift 30 lbs.
- Detail oriented, able to work accurately with cash in register.
- Organizational skills.
- Must be punctual.
- Must have a good sense of humor & a cheerful outlook – morning person a PLUS!