



Chef

Truffles Bakery is looking for experienced chefs to work full-time or part-time Monday through Saturday 8:30-3:30. Medical/dental benefits and vacation available for full-time employees. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonwalton@comcast.net. Please reference this job posting, or how you heard about this job.

Responsibilities:

- **Preparing daily hot entrée for our hot case.**
- **Preparation of breakfast sandwiches and hot/cold lunch sandwiches.**
- **Setting up kitchen line.**
- **Preparation of catering orders, both hot and cold, as needed.**
- **Preparation of meals to go for our refrigerated case in the store.**
- **Making pasta salads, spreads, dips.**

Skill Requirements:

- **Prior restaurant experience a must.**
- **Excellent knife skills.**
- **Creative, eager to use imagination in creating high-quality hot meals, pasta salads.**
- **Ability to follow recipes where required.**
- **Possess a vision for quality and a passion for food.**
- **Leadership skills a must - ability to run kitchen with minimal supervision.**
- **Must be able to work cooperatively with others – team players only.**
- **Work well in a fast-paced environment.**
- **Preparation of items efficiently and timely.**
- **Preparation of items consistently and properly.**
- **Must have excellent personal hygiene. Food safety certification a must.**
- **Must appreciate a well-kept, clean and organized kitchen.**
- **Must be able to lift 50 lbs.**
- **Organizational skills.**
- **Must be punctual.**



Bakery Staff

Truffles Bakery is looking for someone to work in the bakery making muffins and cookies, stocking the case, etc., on Saturdays as well as weekday mornings or afternoons. Based upon experience, we have different opportunities available. Applicants may apply for weekday positions, weekend positions or both. These job positions offer great experience to anyone enrolled in or considering a culinary program. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonlwalton@comcast.net. Please reference this job posting, or how you heard about this job.

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 a sense of urgency and be able to work quickly and efficiently.**
- **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 – morning person a PLUS!**



Baker

Truffles Bakery is looking for bakers to work part-time or full-time, including Saturdays or Sundays. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonlwalton@comcast.net. Please reference this job posting, or how you heard about this job.

Responsibilities:

- Bake-off of morning pastries beginning at 5am (6:30am shifts also 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!!! ☐
- Ability to learn register system “just in case.”



Cake Decorator

Truffles Bakery is looking for an experienced cake decorator to work part-time, Saturdays a must. This job would be ideal for someone interested in working 1-2 days per week. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonlwalton@comcast.net. Please reference this job posting, or how you heard about this job.

Skill Requirements:

- **Creative, artsy, eager to use imagination.**
- **Skilled at decorating cakes – good with colors, pastry bag skills, writing on cakes.**
- **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.**
- **Organizational skills.**
- **Must be punctual.**
- **Must have a good sense of humor & a cheerful outlook.**



Sales Staff

Truffles Bakery is looking for someone to work in the store weekdays – shifts available are 6:30-1:30, 7-2 and 10-3. Specifically needed at this time: Monday and Tuesday 10-3; Wednesday 7-2; and Thursday 6:30-1:30. 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. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonlwalton@comcast.net. Please reference this job posting, or how you heard about this job.

Responsibilities:

- Assisting customers timely and professionally.
- Answering the phone, taking catering and cake orders.
- 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.
- Replenishing pastas and making salads for deli case, keeping deli case neat and abundant.
- 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 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!



Cook/Chef

Truffles Bakery has part-time and full-time positions available for cooks/chefs. This position involves kitchen prep, making hot/cold sandwiches and wraps, and corporate lunch delivery orders, assisting with catering when necessary. Experience with preparing soups and/or hot meals a plus. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonlwalton@comcast.net. Please reference this job posting, or how you heard about this job.

Responsibilities:

- **Setting up kitchen line.**
- **Preparation of pasta salads, chicken and tuna salads, etc.**
- **Preparation of hot/cold sandwiches and wraps.**
- **Assist in preparation of catering orders as needed.**
- **Possible prepare soups and/or hot meals for our hot case or our refrigerated to-go case.**

Skill Requirements:

- **Prior restaurant experience a must.**
- **Possess a vision for quality and a passion for food.**
- **Must be able to work cooperatively with others – team players only.**
- **Ability to follow recipes a must.**
- **Work well in a fast-paced environment.**
- **Must have excellent personal hygiene. Food safety certification a plus.**
- **Must be able to lift 50 lbs.**
- **Detail oriented.**
- **Organizational skills.**
- **Must be punctual.**



Office Assistant/Delivery Person

This position is great for someone who enjoys different duties. The position is part-time, a few days a week, and is ideal for parents of school-age children, with working hours from 10-2 (hours are somewhat flexible). This position could also be ideal for a mature student who wants to work a few days a week after school. Please apply in person at the Bakery at 767 Farmington Avenue. Please reference this job posting.

Responsibilities:

- **Entry of invoices, deposits and checks into Quickbooks.**
- **Organizing and filing paperwork.**
- **Miscellaneous paperwork, office work.**
- **Running some pick-up and delivery errands (must have transportation).**

Skill Requirements:

- **Detail oriented.**
- **Organizational skills.**
- **Must be punctual.**



Dishwasher/Prep

Truffles Bakery has a part-time position available for a dishwasher/prep person Monday-Friday 8am-12pm. This position involves dishwashing, slicing lunch meats, cheeses and breads, and keeping the kitchen neat and organized. Depending on experience, light prep may be assigned, i.e., dicing celery, peppers, onions, etc. Please apply in person at the Bakery at 767 Farmington Avenue, or email resume to shannonlwalton@comcast.net. Please reference this job posting, or how you heard about this job.

Responsibilities:

- **Slicing of deli meats, cheeses, breads, etc.**
- **Assist in preparation of catering orders as needed.**
- **Keeping kitchen neat and organized.**

Skill Requirements:

- **Prior restaurant experience a must.**
- **Must be able to work cooperatively with others – team players only.**

- **Work well in a fast-paced environment.**
- **Must have excellent personal hygiene. Food safety certification a plus.**
- **Must be able to lift 50 lbs.**
- **Detail-oriented.**
- **Organizational skills.**
- **Must be punctual.**