



24 North Street
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O’Leary, PE
C0B 1V0
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Job Title: Baker

The vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences including the following: Have a physical presence in the community; Being involved with community activities/groups; Having personal relationships and friends; Learning and developing skills and abilities; Making decisions – taking control; and being respected – having a good reputation.

The Maple House Bakery & Café is part of the Community Inclusions team.

Reports to: Site Manager

Responsibilities:

- Ensure quality of products meet established standard;
- Organize and maintain inventory;
- Prepare special orders;
- Prepare dough for bread, rolls and other doughs base according to recipes;
- Carefully handle relevant equipment and machinery in the bakery;
- Keep the area clean and neat before and after the baking;
- Helps avoid wastage paying particular attention to supply and demand;
- Cleaning and restocking workplace and ensuring that all equipment is sanitized and prepared for the next shift;
- Prepare bread, rolls, muffins and biscuits for customers;
- Monitor inventory and ensure ingredients are fresh;
- Keeping records relating to orders, inventory, and production levels;
- Prepare dough and other ingredients for baking;
- Decorate baked goods;
- Strictly following organization’s determined baking recipes;
- Testing ingredients and finished goods to ensure that each item meets factory standards.

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Requirements:

- Ability to work in hot, fast paced environment, stand, walk, bend, use hands and appliances, and lift heavy items for extended periods;
- High school diploma or equivalent;
- self-motivation, reliability and creativity;
- WHMIS;
- Strong time and resource management, and planning skills;
- Organization skills;
- Safety conscious;
- Frequent turning and reaching;
- Able to work in a dynamic, fast paced environment;
- Constant use of both hands, with frequent wrist rotation and flexing, occasional forceful gripping;
- Standard First Aid;
- At least 6 months of related experience in industrial bakery setting;
- Continuous standing/ walking for all tasks;
- Cost and quality awareness;
- Good communication skills.
- Ability to work as a team.

Resumes can be dropped off at the Maple House Bakery & Café at 76 Ellis Avenue or at Community Inclusions Administrative Offices-Apartments located at 24 North Street.

Location: Ellis Avenue, O'Leary, Prince Edward Island C0B 1V0

COVID-19 considerations: Health precautions and requirements are in accordance to CPHO regulations.

Acknowledgement of receipt by Employee

I have read, I understand, and I agree with this job description. I also recognize that the job description can be changed at any time, by management, according to the needs of the business. I also understand that the employer can request a new signature, following modification of my job description.

Employee Signature: _____

Date: _____

Employer's Signature: _____

Date: _____

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