



Job Title: Bakery Assistant

Company: Bella Christie's

Location: Aspinwall

Job Type: Full-Time – 4- 5 days/ week, 6–8-hour shifts. Thursdays required (big prep day for weekends!)

Job Summary:

We are seeking a dedicated and friendly Bakery Assistant who will support daily bakery operations by preparing ingredients, executing bakery production tasks, following sanitation guidelines, and maintaining kitchen organization. This role plays an important part in ensuring product consistency, freshness, and timely preparation.

What You'll Do:

Support Daily Baking Operations

- Assist BOH staff with preparing ingredients, mixing doughs, baking, and decorating a variety of items including pastries, cakes, and cookies.
- Accurately measure ingredients and follow Bella Christie's standards, recipes, and operation procedures to ensure consistency and quality.
- Use mixers, ovens, sheeters, and other bakery tools safely and efficiently.
- Complete daily/weekly tasks as assigned by BOH manager.

Monitor Product Quality

- Follow approved storage, labeling, and shelf-life standards for all ingredients and products.
- Review order sheets and ensure all products are complete and prepared according to the order details.

Package and Label Products

- Wrap baked goods securely for freshness and presentation.
- Box products for retail display, catering orders, or delivery.
- Label items accurately with product names, dates, and other required information.
- Ensure proper handling and storage of all packaged items to maintain quality.

Stock and Organize Supplies

- Replenish ingredients and supplies as needed to support daily production.
- Assist with inventory management to minimize waste and ensure efficiency.
- Monitor ingredient and supply levels; notify the manager when items fall below acceptable levels.
- Place orders for supplies or ingredients as directed by the manager.



Customer Service Support

- Assist with front-of-house (FOH) operations as needed, providing support during busy periods or staff shortages.
- Warmly greet all customers and deliver exceptional service throughout their visit.
- Accurately take and process customer orders in a timely and efficient manner.
- Respond to customer questions and requests with professionalism and strong product knowledge.
- Maintain a clean, organized, and welcoming FOH environment at all times.
- Support visually appealing packaging and display setups to enhance customer experience.

Assist with Deliveries and Setup

- Help load and unload catering orders safely and efficiently.
- Verify that all items are accurate and complete before delivery or transport.
- Ensure products are properly packaged and secured for transit.
- Support setup at event locations when needed to ensure smooth execution.

Maintain Cleanliness and Hygiene

- Follow proper handwashing, glove use, and illness policies to reduce the risk of foodborne illness and cross-contamination.
- Clean and sanitize workstations, tools, and equipment in accordance with health and safety regulations.
- Maintain cleanliness of the kitchen and prep areas by washing dishes, sanitizing surfaces, and sweeping/mopping floors.
- Strictly adhere to all food safety and sanitation guidelines and health regulations.

Work as a Team

- Collaborate effectively with bakers, kitchen staff, FOH staff, and management to support smooth daily operations.
- Communicate clearly and respectfully to maintain a positive and productive work environment.
- Contribute to maintaining workflow and meeting deadlines, particularly during high-volume or busy periods.
- Offer assistance to team members as needed to ensure shared goals are met.

Why Join Us?

This is a stable full-time position with the opportunity to learn and grow in a supportive team. If you have a passion for baking and customer service, we invite you to apply and bring your skills to our bakery family!

**Qualifications/Skills:**

- Previous experience in a similar role is a plus but not required.
- Knowledge of food safety practices is an advantage.
- High School Diploma
- English fluency required.
- Exceptional organizational and multitasking abilities
- Excellent communication and interpersonal skills.
- Enthusiasm for interacting with people of all ages.
- Ability to work independently and as part of a team.
- Reliability and punctuality.

How to Apply:

If you are looking for a dynamic hands-on engaging opportunity, we would love to hear from you! Apply today by visiting <https://bellachristies.com/> and clicking on the Employment Tab to apply.