**Job Description for Baker**

The Peppered Cupcake is a gourmet cupcakery 11 years young and now looking for a passionate new Baker addition to this family owned and operated business. We are looking for the new addition to become not just an employee but a valuable asset to this already strong core of team players. The new addition needs to understand this opportunity is a permanent position and we are looking for serious inquiries only that want to settle down in their desired career or are pursuing a long term position. Someone that has a strong passion and determination to succeed in all areas as well as someone that is loyal with a strong committed work ethic. The Peppered Cupcake will offer room to grow which will also require the Baker to train new employees on site if proven to be a strong leader

The baking position will require someone that can be flexible with hours based on the needs of the baking schedule and will require weekends and evenings Monday through Sunday. The schedule will start out light with a front of the house position to learn the retail side and packaging of the product. The position will develop into more responsibilities as the new baker learns the day to day routine and once we decide the first part of the job requirement is understood and performed efficiently and correctly.

With almost 5 years solid as the #1 Bakery and Dessert place  to eat in Wilmington according to TripAdvisor and Yelp, a recent feature in Southern Living Magazine and feature in Our State Magazine, the new baker will be greatly responsible for helping The Peppered Cupcake maintain this standing by accurately following all recipes per instructions and all details. The ability to process and execute product production quickly is a must while maintaining organizational skills, especially in the event of unforeseen changes to orders, etc. This would also involve having great communication skills for receiving and relaying day to day activities and changes at the bakery.

Other requirements include:
Graduation from a culinary institute or technical college with a degree/certificate in pastry or baking is highly recommended, but not required.
If no degree the applicant must be a quick study with an impressive gumption.
Ability to stand, bend, and lift 25 lbs.
Ability to execute the final product with efficiency
Excellent time management
Attention to detail

Baker Responsibilities
First month of training will consist of front of house responsibilities which include but not limited to: answering the phone, greeting and taking orders from customers, processing payment, preparing last details of cupcakes, packaging, folding boxes and cleaning responsibilities that relate to position. Staff member will be the first on site in the mornings and be responsible for preparation of store opening. Once the new staff member has been trained and both management and new hire agree this a fit, only then will training for baking begin and the new member will now be responsible for front of house and baking.

Baking consists of baking all cupcakes, preparing all frosting, toppings and decorating all cupcakes to be sold at the storefront as well as any orders previously scheduled for that day or that may be received that day and taking delivery orders. The staff member must follow recipes and decorating cupcakes in exact detail is a requirement and must. We bake from scratch everyday and time management for the execution of all cupcakes for the store front, scheduled pickups and delivery is extremely important to be ready when the doors open, however, baking will continue as needed throughout the day up until your shift is complete. The Baker needs to be able to handle all baking duties while multi tasking in a “sometimes” pressured environment while maintaining focused organizational skills.

The Baker will be responsible for calculating adequate product to be sold each day. This means they need to check scheduled orders that morning and the day before to thoroughly prepare for those orders and be able to calculate the quantity to bake and last throughout the day. The Baker will need to check messages each morning for new orders and follow through with those changes in mind while preparing for cupcakes scheduled that day and communicate through chain of command to ensure customer satisfaction. This may also require the Baker to return phone calls in which the Baker would need to handle in a professional business manner while promoting  superior customer service.

Baker must maintain a clean and sanitary work area throughout the entire shift, complying with all sanitation and health codes. Cleaning of bakery equipment, prep areas and all dishes used is required, as well as as wiping down cabinets and any other areas that need to be wiped down due to baking activities.

If you are looking for a future in the baking industry and ready to settle into a long term career, please inquire.

Must have reliable transportation. Someone that is committed and prompt every shift.  Must be professional and maintain a serious and positive attitude as you will be directly working with our customer base. Must have EXCELLENT people and phone skills. Must be able to multi task exceptionally well. We are very detail oriented and would expect it to show in your job performance as you are not just boxing up cupcakes. You are baking/preparing and finishing our end product and you must be capable of duplicating and learning every cake.

Must come with references from 2 former positions. The position will require you to work during the week and on the weekends. Please do not contact us if this conflicts with your schedule.