



www.CenturyBakery.com · 856-451-1616 · 525 N Pearl St Bridgeton, NJ 08302 · Contact@CenturyBakery.com

Job Description

Position Title: Retail Associate

Reports to (Position Title): Front of House Manager

Location: **Bridgeton, NJ**

Overview

Century Bakery has been a staple of the Bridgeton, NJ community since the 1930's. In 2019, after 35 years of success with the bakery, Wayne and Barbara Ernst began a formal partnership with Hopeloft, a local non-profit focused on youth advocacy and community enrichment, to transform the bakery into a social enterprise. The Baker's Helper position will report into the Head Baker. The role requires someone interested in learning culinary arts and available to arrive promptly for morning shifts prior to store opening. This position uses a deep fryer to prepare donuts, rolls, and other pastries. Compensation may include prompt attendance bonuses available in addition to hourly wage.

Mission:

Serve unparalleled sweets with charitable purpose.

We support local youth who have experienced hardship with opportunities to learn, grow, and succeed one frie at a time.

Vision:

We believe in a future where every child, no matter what they have endured can achieve independence and become community changers through advocacy, opportunity, and mentorship – – and that future will be funded by donuts.

Values:

- Create new opportunities where all youth are safe to thrive.
- Succeed together through service.
- Deliver quality product by mixing our baking tradition with innovation.
- Provide an environment where creativity & inspiration are encouraged.
- Do the right thing and act with integrity.

Duties & Responsibilities:

- Deliver exceptional customer service by answering phone, recording orders, coordinating pick up times, and serving customers at the bakery location.
- Assist in tasks such as filling cannoli and other finishing duties as needed.

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- Handle prep tasks such as making boxes, stocking displaying cases and maintaining overall cleanliness and readiness of store front. Duties include, but not limited to tasks involving:
 - Cleaning upon opening, closing and restocking during the day with fresh product as needed.
 - Restocking supplies for coffee area
 - Restocking and prep - packing area
 - Clean bathroom areas as needed

Experience & Credentials:

- Must be a reliable, team player with strong customer service skills, including patience and polite, friendly demeanor.
- Must be responsible, considerate and have a passion for learning.
- Previous retail experience or community volunteer work a plus.

Knowledge, Skills, and Abilities

- Ability to handle multiple tasks simultaneously.
- Effective decision making and problem solving skills.
- Strong verbal and written communication skills.
- Active, supportive team player.
- High attention to detail