

# Adored Sweets

## Baker Assistant

### Job description

Employee must be able to follow Adored Sweets recipes & product production methods by measuring ingredients, utilizes commercial grade mixers & ovens, proper packaging, labeling, & storage of goods with proper rotation standards notifying management of replenishment needs, cleans, sanitizes, & restocks workstation area. Maintains a punctual & consistent work attendance record, supports the team & guests with a servant's heart. Takes initiative & pride in work responsibilities with a drive to succeed within the Adored Sweets brand standards.

### Employee Qualifications

- Willingness to learn & grow within the bakery, wedding, & events career world.
- Must take initiative & pride in work responsibilities and strive to succeed.
- Food handling experience is preferred.
- Availability to work later day &/ or some evening shifts plus weekends as needed.

Contact - Takeeka Goshay, (205) 201-1063, adoredsweets@gmail.com

# Adored Sweets

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No (Only for paid): \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Adored Sweets

**Position:** Baker/ Baker Assistant

**Rate:**

**Description:**

**Hours:**

Monday - Friday

**Accountabilities/Duties:**

Follows Adored Sweets proprietary recipes and cake production methods with precision and achieves productivity goals.

Effectively utilizes measuring instruments, commercial-grade mixers and ovens, and other tools to bake cakes.

Accurately prepares raw ingredients and equipment for baking, places cake pans into hot oven and monitors the baking process.

Adheres to the proper packaging, labeling and storage of baked cakes as well as product rotation standards, and maintains baking and refrigeration logs.

Assists Bakery Manager in the development of cake production plan, monitors inventory of baking supplies and notifies management when supply replenishment is required.

Evaluates raw ingredients and baked cakes to ensure Adored Sweets standards are met and informs management of any quality control issues.

Cleans, sanitizes and restocks workstation and ensures all baking supplies are sufficiently prepared for the next shift.

Complies with all health and safety guidelines and Adored Sweets policies and procedures, including strict adherence to dress code and personal hygiene.

Maintains a consistent work attendance and punctuality record.

**Servant's Heart**

Goes above and beyond to support the team or guest, and is reliable, trustworthy and responsive.

Demonstrates pride in responsibilities, an intense drive and a passion to succeed.

Takes initiative and 100% ownership of responsibilities, with zero excuses for issues within direct control.

Operates with a strong sense of urgency and adheres to Adored Sweets brand standards.