

Job Title: Front-of-House Associate – Neighborhood Bakery

Location: In-person – [City]

About Us

We're a small, family-owned bakery known for our fresh bread, pastries, and friendly service. We serve a loyal base of neighborhood customers who start their day with us. Our team values reliability, kindness, and pride in our work.

About the Role

As our Front-of-House Associate, you'll be the face of our bakery. You'll greet customers, take orders, make drinks, handle payments, and keep the front area clean and welcoming. You'll report to the bakery manager and work closely with our bakers and baristas.

Key Responsibilities

- Greet customers and take orders in a friendly, efficient manner
- Operate the POS system and accurately handle cash and card payments
- Prepare basic drinks (coffee, tea) – we'll train you
- Restock displays and keep the front counter, tables, and coffee station clean
- Answer basic questions about our menu and daily specials
- Follow our opening or closing checklist (depending on your shifts)

Requirements (Must-Have)

- Customer service experience (doesn't have to be in food)
- Comfortable handling cash and using a point-of-sale system
- Able to stand on your feet for most of the shift and lift up to 25 lbs
- Friendly, reliable, and on time

Nice-to-Have

- Experience in a café, bakery, or restaurant
- Interest in baking or specialty coffee

Compensation & Schedule

- Pay: \$XX–\$XX/hour depending on experience
- Schedule: 25–35 hours/week, including 2 weekend shifts
- Early morning shifts starting as early as 6:00am

How to Apply

Email your resume to jobs@yourcompany.com with the subject "Bakery Front-of-House – [Your Name]."

In your email, please tell us:

- Why you'd like to work at a small bakery
- Your availability (days and times)