



## **Bakery Admin Assistant Job Description**

### **Bakery Mission**

Each day, our lifework is to make the highest quality product, to maintain excellence, to serve our community with our hands and our hearts and to work as a team with love and empathy. Together we will create, learn, and travel through life. We were made for greatness.

### **Position Summary**

This role is responsible for the administrative tasks in the bakery, such as customer relations, invoicing, financial reports, and payroll. We're looking for an organized, detail-oriented, and passionate individual to join our team.

### **Compensation**

\$18-23 per hour, based on relevant experience

### **Key Roles & Responsibilities:**

Oversee Day-to-Day Admin Work

- Respond to all customer inquiries
  - Reply to guest-facing emails
  - Answer phone and reply to inquiries
  - Reply to comments and questions on Google My Business bakery page
  - Communication customer challenges to management team
  
- Maintain Born and Bread's presence online
  - Maintain and update Squarespace website as needed
  - Maintain and update Google My Business bakery page
  - Update order page on Toast software as needed
  
- Oversee all accounts payable and accounts receivable
  - Process all bakery invoices
  - Catalog all purchase receipts
  - Create custom invoices as needed
  - Maintain accurate records in Quickbooks
  - Work with external CPA to provide needed documents

- Create monthly financial reports to review with leadership team
  - Create monthly reports detailing food cost, labor cost, and overhead
  - Recommend financial strategies to meet target percentages
  - Monitor reporting from point-of-sale system
  
- Perform cost analysis of bakery items
  - Recommend pricing consistent with food industry standards
  - Recommend menu item discontinuation, as fiscally responsible
  - Monitor sourcing and supply chain with Director of Operations
    - Research and suggest alternative sources/vendors as needed
  
- Assist in employee hiring, compensation and benefits
  - Vet team member applicants
  - Invite and schedule interviews and stages
  - Work with managers to select candidates to hire
  - Work with third party payroll service compensate staff
  - Recommend and approve raises with the Director of Operations
  - Oversee benefits for bakery employees (workers' comp, insurance, etc.)
    - Recommend changes as needed

### **Qualifications**

- Effective written and verbal communication skills
- Proficient in Google Workspace, Microsoft Excel, and Google Sheets
- Proficient in Quickbooks preferred
- Bachelor's degree in accounting, finance, or related field preferred
- Food and beverage admin experience preferred
- Solution orientated