

Great Harvest Bread Co. - Greenville, NC

JOB DESCRIPTION

Sandwich Maker

PURPOSE

Create consistently excellent sandwiches and salads by following the sandwich assembly guidelines and preparing all meats, cheeses, vegetables, spreads and breads as per Great Harvest recipes with precision and mastery. Develop an intuitive sense of sandwich/salad-making and devote strict attention to detail. Establish and maintain the production pace, by beginning and completing each meal with exactness, according to a strict time schedule. Lead by example, be cross-trained in all positions and handle minor problems when an owner or manager is not in the bakery.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. **JOB AND PRODUCT KNOWLEDGE** to prepare each component of the sandwiches according to established recipes, yet intuitive enough to compensate for fluctuating variables so that optimum consistency is achieved.
2. **ENERGY** to maintain a continuous high-level of productivity and enthusiasm while on duty and possesses the stamina to work an entire shift regularly.
3. **STRESS TOLERANCE** to perform duties with a positive attitude, even when faced with difficult or unusual pressures or circumstances.
4. **ORGANIZATIONAL SKILLS** to ensure that sandwich orders are completed with accuracy and according to time schedules, without slowing down the production flow.
5. **INITIATIVE** to perform assigned duties without regular reminders; and to be actively engaged in improving the atmosphere of the bakery.
6. **COST CONSCIOUSNESS** to eliminate mistakes that would create non-sellable products.
7. **COMMUNICATION SKILLS** to effectively give and receive information to customers, co-workers and management; and assertiveness to make needs and concerns known in a constructive way.
8. **LEADERSHIP SKILLS** to lead by example, constructively direct the work of fellow employees and handle problems when they arise.

Essential Job Duties/Responsibilities include the following (other duties may be assigned):

- Prepare all sandwich ingredients, including slicing meats and cheeses, washing and cutting vegetables, and preparing spreads according to Great Harvest recipes
- Maintain all perishable products to food safety standards
- Fill and ensure accuracy of each sandwich order, including large catering orders and individual customer orders, using both written and verbal communication
- Act in customer service roles as needed
- Record daily ticket counts for prediction purposes
- Follow all company policies and procedures
- Perform other job-related duties as assigned and takes initiative to enhance the bakery's ambiance

- Be available extra hours during holiday seasons (Easter, Thanksgiving and Christmas at minimum)

Essential functions are job duties which are critical or fundamental to the performance of the job. The term does not include functions which are performed on an occasional basis, performed by some but not all persons in the position or that are of only marginal importance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL CHARACTERISTICS

1. Must be at least 18 years of age and have a phone.
2. Must be dependable and work all scheduled shifts.
3. Must exhibit high standards of personal cleanliness.
4. Must have a solid foundation of basic math skills (don't worry, we have calculators).
5. Must be extremely detail-oriented to ensure accuracy and consistency.
6. Must be able to lift and carry loads of 60 pounds (the weight of a bushel of wheat) and perform other physically strenuous baking tasks throughout the production shift, with or without accommodation.
7. Must be able to remain standing throughout their entire shift with or without accommodation
8. Be on time; maintain a positive attitude (so as to encourage a positive impact on bakery atmosphere and morale); maintain positive working relationship with owners and fellow crewmembers; perform all duties with customer effect in mind and prioritize accordingly; hustle at all times, yet work neatly.

EXPERIENCE

Stable work history required. Prior sandwich making experience not necessary; position will receive on-the-job training.