



#### CAKE DECORATOR

**Store Location:** 1150 West Street, South Amherst, MA 01002

**Department:** Bakery

**Job Status:** Part Time, weekends required

**Reports To:** Department Manager, Assistant Manager, Upper management, Ownership

**Grade/Level:** High School Diploma or Equivalent

**Work Schedule:** 3 to 4 days /week

**Amount of Travel Required:** N/A

**Positions Supervised:** N/A

**Experience:** 2 years cake decorating in a retail establishment

**Certificates & Licenses:** N/A

#### SKILLS & ABILITIES

- Communication
- Professionalism
- Prioritizing Daily Tasks

#### OVERALL RESPONSIBILITY

- Customer Service
- Assisting customers with questions or directing them to someone who can assist
- Sales
- Cleaning/Sanitation
- Answering telephones
- Teamwork & communication
- Contribute to maintaining a clean and safe work environment
- Provide exceptional customer service
- Icing & decorating cakes for the resale cake display case
- Icing & decorating custom cakes for customers
- Icing, decorating, packaging and tray cupcakes for resale
- Mixing icing which requires measuring, weighing & using bakery mixer
- Icing, decorating, cutting & packaging cake slices for resale
- Icing, decorating & packaging specialty rolls for resale
- Maintaining high product quality standards
- Maintaining high standards for freshness and sanitation
- Filling customer orders & special orders including wedding cakes
- Organizing & rotating stock in the freezer utilizing proper coding & first-in, first-out rotation basis
- Assisting with other bakery duties as requested
- Maintain clean work area & tools/supplies
- Recognize & report product quality problems as soon as possible to manager on duty
- Manage time efficiently so as to fulfill all tasks & meet deadlines.
- Manage time efficiently so as to have all special orders completed 30 minutes before requested pick-up time.
- Ability to work within a freezer atmosphere for up to 15 minutes at a time.
- Ability to operate picture cake machine & the ability to hand draw on cakes.

#### KEY JOB DUTIES (not exhaustive)

- Maintain regular and prompt attendance at worksite
- Perform other duties as assigned
- Decorating/Icing
- Product Preparation
- Product Displays
- Product Development
- Cleaning

- Creative/Artistic Abilities
- Accountability
- Organized
- Delivering Wedding Cakes and/or special function cakes

**Fill out an application at:** <https://www.atkinsfarms.com/employment-application/>

**Email resumes to** [rihana@atkinsfarms.com](mailto:rihana@atkinsfarms.com)

Atkins Farms is a locally owned and operated business with locations in South Amherst, MA and North Amherst, MA. We strive to exceed our customers' expectations by providing the highest quality selections possible, locally produced and privately labeled goods as well as conventional and seasonal products. We provide a safe, clean and comfortable shopping environment, with exceptional customer service from a staff of dedicated and knowledgeable employees. Customer satisfaction is our goal. We believe that actively supporting community events and local organizations strengthen the community. Atkins Farms offers employee benefits and competitive wages based on experience and skills.