

PACKAGING & DELIVERY CLERK



ROLE DESCRIPTION

The Packaging & Delivery Clerk (aka Packager) at Lepp's Bakehouse is a behind the scenes task master: quick to slice bread, package and label our baked goods with precision, performing accurate inventory counts, and easily able to join the bakery team to assist with their tasks, while also being depended upon to load, unload and drive our delivery van with safety. As a part of the Lepp's Bakehouse family, Packers fully participate in living out our Core Values and furthering Lepp's purpose.

LEPP'S CORE VALUES:

- Win as a Team
- Work Passionately
- Respect for All
- Fanatical Daymakers

Lepp's Purpose

- To be the Best Place to Work and the Best Place to Shop.

ROLE DUTIES AND RESPONSIBILITIES:

- Slice bread using both slicing machines
- Package and label buns, bread, pies, and other items as needed
- Properly date packaged items
- Count orders to match wholesale requests
- Repeatedly lift racks of packaged items (up to 60 lbs) and load the delivery van
- Drive delivery van to deliver wholesale orders or catering orders, and pick up required items to return to Lepp's Bakehouse
- Assist the bakery team with tasks such as scooping cookies, packing bars, icing cakes, etc.
- Exhibit great communication skills both with guests and fellow team members

CERTIFICATIONS/QUALIFICATIONS:

- Foodsafe Level 1 - Required to obtain within 3 months of hire
- Occupational First Aid Level 1 (optional)
- Driver's License and Clean Driver's Abstract required

WORKING CONDITIONS/REQUIREMENTS:

- Demonstrates proper MSI lifting techniques (up to 60lbs) to reduce the risk of injury; repetitive lifting of heavy items is required
- Maintains a clean and safe working environment, including shared workspace and common areas
- Work in the refrigerator and freezer is required
- Standing for significant periods of time
- Early morning start time required (6am)

REPORTS TO:

Operations Manager