**Bakery Employee Responsibility Sheet**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Opening Responsibilities:**

1. Arrive on time and in appropriate uniform.
2. Unlock the bakery and ensure all necessary equipment is operational.
3. Turn on ovens and other baking equipment as required.
4. Check inventory of ingredients and notify the supervisor of any shortages.
5. Prepare workstations by setting up baking trays, utensils, and other tools.

**Baking and Production:**

1. Follow recipes accurately to produce high-quality baked goods.
2. Prepare and mix dough and batters according to established procedures.
3. Portion and shape dough for various products, such as bread, pastries, and cakes.
4. Monitor baking times and temperatures to ensure consistent results.
5. Decorate and finish baked goods as instructed, including icing, glazing, and garnishing.

**Customer Service:**

1. Greet customers with a friendly and positive attitude.
2. Assist customers in selecting baked goods and provide product information.
3. Handle customer inquiries, special orders, and requests professionally.
4. Package baked goods neatly and ensure proper labeling.
5. Operate the cash register accurately, process payments, and issue receipts.

**Cleaning and Sanitation:**

1. Maintain a clean and organized workspace throughout the shift.
2. Wash, sanitize, and store baking utensils, trays, and equipment.
3. Sweep and mop floors regularly, including the customer area.
4. Clean display cases, countertops, and other surfaces as needed.
5. Empty trash bins and ensure proper disposal of waste.

**Closing Responsibilities:**

1. Clean and sanitize all equipment used during the shift.
2. Turn off ovens, baking equipment, and lights.
3. Ensure all baked goods are properly stored or displayed for the next day.
4. Restock ingredients and supplies for the next shift.
5. Lock the bakery securely and set the alarm system.

**General:**

1. Adhere to food safety and hygiene regulations at all times.
2. Communicate effectively with colleagues and supervisors.
3. Report any equipment malfunctions or maintenance issues promptly.
4. Participate in training and development opportunities as required.
5. Work collaboratively with the team to maintain a positive and productive bakery environment.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_