

Arizmendi Bakery Cooperative  
1331 9<sup>th</sup> Avenue  
San Francisco, CA 94122

**JOB DESCRIPTION:**

The primary function of the probationary members of Arizmendi Bakery is to produce bakery products and pizzas of the highest possible quality; conduct their operations on cooperative principles; operate the business along accepted business principles and work as partners to create a positive working environment for each individual and the group as a whole.

This job description is intended to cover the probationary period—once members have been accepted they will adopt a permanent job description.

**Essential Functions:**

- able to lift up to 10 pounds repeatedly and up to 50 pounds on occasion.
- ability to stand and/or walk for at least 4 hours at a time
- flexibility in hours (early mornings, late evenings and week-ends)
- self-motivated and able to work without direct supervision
- ability to work in a fast paced environment
- carry out tasks in an organized fashion
- adjust to changing needs of the bakery in the course of the day
- shelving of products and cleaning of production surfaces, involving repeated pushing and pulling motions
- cleaning of bakery and baking equipment
- ability to communicate effectively with customers and co-workers in English
- perform basic arithmetic

**Specific Bakery tasks:**

- perform production activities at a pace and to quality standards set by the collective including: make doughs, roll bread/pastries and operate ovens: spin, build, and bake pizzas; maintain production area and restock shelves.
- perform customer service activities: provide accurate product information; process sales, issue credits and gift certificates, handle customer complaints and questions in a friendly and helpful manner; operate an espresso machine and coffee urn, maintain and stock work spaces and sales floor according to standards set by the collective.
- take on business functions as needed with training from the DSC or other collective members, possible tasks include but aren't limited to payroll, bookkeeping, supply purchasing, scheduling, benefits administration, equipment maintenance and purchasing, and building maintenance.

**During the training period:**

- attend and participate in required meetings and trainings
- participate in at least one committee or task group
- complete tasks taken on related to the business
- strive for positive communications and interactions with partners, trainers, and others assisting with training.