



Job Description

Bakery Manager - Retail

30 hours/week

9 weeks with the potential to extend

\$18/hour

Hours include weekends and early mornings

This role is partially funded by the **Canada Summer Jobs grant program** via the **Youth Employment And Skills Strategy**. To qualify, **applicants must be between the ages of 15 to 30 years. Applicants do not need to be a student to qualify.** Further eligibility requirements are listed below.

About Do Good Donuts

Do Good Donuts is a startup social enterprise that hires young adults with intellectual disabilities, developmental disabilities and neurodiversity for paid, on-the-job training at our Farmers Market donut shop, where they gain the skills, experience and confidence they need to succeed at work in the community.

Currently, Do Good Donuts sells out of two Farmers' Markets. We are proud vendors at the Leslieville Farmers Market in Greenwood Park Sundays, 9 am - 2 pm, and High Park Community Market on Thursday afternoon.

Our trainee employees join us for paid, work-based training on Saturdays from 9 am-1 pm. This shift includes classroom learning and hands-on baking training.

Together, our team, employees, and volunteers are helping change how people think about employing people with disabilities. We hope you'll join us!

About the Bakery Manager - Retail Role

The Bakery Manager will be a key member of our team. Our program runs because we sell delicious products our customers love. The Bakery Manager will work with the senior team, bakers and employees to support the preparation of our cookies, donuts and any additional products as needed, and run our farmers market retail program

Requirements & Qualifications:

- Some experience in baking or post-secondary education in baking required
- Experience working with yeast preferred
- Food Handlers Certification
- Exceptional interpersonal skills
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- Familiarity with Google Workspace (Docs, Sheets, Drive, Calendar etc.)
- Lived experience interacting with people who have intellectual and/or developmental disabilities is an asset but not required
- Excellent team player
- Willingness to jump in where needed, including doing dishes, mopping etc.
- Ability to work early morning hours and weekend hours regularly

Duties include:

- Oversee kitchen activities related to the preparation of cookies and donuts.
- Ensure premises are left clean and sanitized.
- Occasionally work with catering manager, bakers, bakery clerk and trainee employees to prepare and package products.
- Attend Farmers' Market up to 2X/week (Sunday/Thursday) – role includes market tent set up, setting up the product displays, ensuring any new or special items are added to the POS system, organizing supplies for distributing items and packaging, gathering reusable travel containers for return to the kitchen, and market stall tear-down.
- Support trainees with intellectual and developmental disabilities at work in their roles by encouraging participation and offering positive direction. This includes demonstrating tasks as often as necessary, ensuring the employees have clear directions, answering questions, and encouraging independent work.
- Create shopping lists for ingredients and note any equipment that needs to be repaired or replaced.
- Ensure a safe working environment and follow safety protocols outlined by Do Good Donuts.
- Use point-of-sale equipment when required.
- Document the process, when possible, with photos and videos to provide to the social media team.
- Packing cookies and donuts for transport to markets and events as required
- Ensure premises are left clean and sanitized
- Work with the bakery assistant and trainee employees to prepare and package products as required

- Support trainees with intellectual and developmental disabilities at work in their roles by encouraging participation and offering positive direction. This includes demonstrating tasks as often as necessary, ensuring the employees have clear directions, answering questions, and encouraging independent work.
- Create shopping lists for ingredients and note any equipment that needs to be replaced.
- Provide ongoing tracking through Google Suite of products produced, any changes to recipes or new baked goods being introduced, weekly specials, kitchen time used and notes on employee progress. Document the process when possible with photos and videos to provide to the social media team.

Skills Developed in this role:

Client service

Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

Teamwork

Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

Communication

Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

Digital skills

Digital technology refers to the skills needed to understand and use digital systems, tools and applications and to process digital information. People use digital technology skills at work to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smartphones and other digital devices.

Leadership

Leadership refers to a number of skills, including communication, relationship building, the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for completing tasks requiring multiple employees.

Canada Summer Jobs Eligibility Requirements:

- Be between 15 and 30 years of age at the start of the employment*;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To learn more about Do Good Donuts, visit our website at dogooddonuts.org.
Email a resume and cover letter to training@dogooddonuts.org to apply for this role.