🥖 EZBakery Job Description & Training Checklist Template 🥖

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1️⃣ Job Description

Primary Responsibilities:

- Baking & recipe execution (if baker)

- Packaging & labeling products

- Order preparation & inventory management

- Delivery & cash collection (if admin/distributor)

- Customer service / communication

Cross-Training Requirement: Every employee must cross-train in all other areas of the company.

Cross-training completion date: \_\_\_\_\_\_\_\_\_\_

Additional Notes / Special Instructions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2️⃣ Training Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task/Skill | Completed (Y/N) | Trainer Initials | Date Completed | Notes |
| Food Handler Procedures |  |  |  |  |
| ADHS Compliance / Labeling |  |  |  |  |
| Recipe Execution / Baking |  |  |  |  |
| Packaging & Labeling |  |  |  |  |
| Jar Return / Sanitation Process |  |  |  |  |
| Sales & Delivery Procedures |  |  |  |  |
| Cash Handling & Register Box |  |  |  |  |
| Inventory Management |  |  |  |  |
| Customer Communication |  |  |  |  |
| Cross-Training: Baking |  |  |  |  |
| Cross-Training: Packaging |  |  |  |  |
| Cross-Training: Delivery/Admin |  |  |  |  |
| Cross-Training: Inventory |  |  |  |  |

# Employee Acknowledgment

I have reviewed my job description and completed training for all required tasks. I understand that cross-training in all other areas of the company is mandatory and agree to follow all procedures.

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

Trainer/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_