

# Bakery Specialist and Operations Support

## About Our Bakery:

Wheat's End Artisan Foods is a 100% dedicated gluten-free bakery located in the Ravenswood neighborhood of Chicago. We also operate a gluten-free cafe in Lakeview which serves a growing Celiac and non-Celiac community seeking European style food in a welcoming space. Our bakery in Ravenswood develops all of the bakery items for the cafe and an expanding client base throughout Chicagoland inclusive of hotels, restaurants, and institutions. Additionally, we run an online operations via our free-standing Website, [www.wheatsend.com](http://www.wheatsend.com), and via artisan marketplaces such as Etsy to generate end-to-end retail sales nationwide.

## Hours:

We anticipate your position requiring approximately 30 hours per week Monday through Friday with additional hours possible as bakery demands fluctuate. Successful candidates should be prepared to work flexible hours when the bakery has a heavy schedule or on days when shipping orders need to be completed.

## Primary Candidate Requirements:

First and foremost, you must be a multitasking team player that thrives in a fast-paced workplace who can always take time for some fun and laughter (sense of humor keeps us going!). Interest in mindful eating, healthy cooking, and gluten-free/Celiac diets is ideal.

## Job Duties:

Your time will be divided between bakery tasks under the guidance of our Bakery Manager and general operations support needed to keep Wheat's End thriving operationally. This would include tasks such as processing wholesale orders, managing online sales (printing, picking, shipping, etc.) and basic accounting tasks such as payroll and invoicing. The office work will provide candidate with excellent business experience especially in the online retailing space as this side of our business continues to grow. Social media knowledge is also a plus. Bakery tasks will revolve around fulfilling all wholesale and retail orders under the direction of the Bakery Manager via daily tasks and coordinating the delivery of those items through various delivery services. Good people skills is a must as you will occasionally need to interface with clients regarding their orders and fulfillment. Knowledge of gluten-free baking is helpful as the approach to baking gluten-free items is very specialized.

## Qualifications:

- High School Education minimum but college degree preferred (currently enrolled students welcome to apply)
- Minimum 6 months working in professional bakery or accredited culinary school (preferable with a focus in specialty food and/or baking and pastry)
- Up to date Sanitation Certificate valid in the City of Chicago
- Computer proficiency inclusive of solid knowledge of Microsoft suite (Word, Excel, PowerPoint, etc.) as well as QuickBooks. Ecommerce experience a plus.

## Compensation:

Wheat's End offers a competitive hourly wage for all of its employees and will be commensurate with qualifications, education, and experience.

## Contact:

Please send any job inquiries to us at [info@wheatsend.com](mailto:info@wheatsend.com) (not "wheatsendcafe.com") along with a Subject Line of the position and we will respond accordingly.