

New City Bakery

Youth Employee Job Description

New City Bakery is an exciting, training program for middle school students. High School students would help lead program through baking, managing middle school students, and modeling what good workplace behavior is. Typical schedule would be 3:30-7:00 PM on Tuesdays or Wednesdays.

Youth Employee Responsibilities

- Help with set up and clean up each day
- Help with baking recipes during program hours
- Assist with all activities, help to plan and lead activities
- Serve snack and lunch to all students
- Help with Cafe days on Thursdays
- Monitor children and ensure policies and safety standards are being met
- Participate in staff meetings and job development trainings

Learning Opportunities

- Job skills development
- Writing and implementing lesson plans
- Baking and culinary skills
- Customer Service skills
- Diversity and anti-racism training

Expectations:

- Arrive on time for all shifts
- Professional and friendly to all students, parents, staff, and volunteers
- Have a passion or desire to work with middle schoolers
- Ability to be flexible and work together as a team
- Able to approach conflict management respectfully and appropriately
- Respectful participation in learning and devotional activities with the staff

The Details:

- Hours per week: 5-10 hours weekly. Program time plus staff meeting hours
- Pay: \$9.50 an hour starting rate
- Interested applicants should either:
 - Email High School Director, Danah Montgomery at danahm@newcityneighbors.org OR
 - For more information or to fill out an application go to www.newcityneighbors.org.