



Community Coordinator

Come join our 40-year family-owned and operated bread and pastry bakery in Alameda!

Semifreddi's Bakery is dedicated to serving our Bay Area community with our in-kind bread donation programs and our program for Bakery Tours. We are searching for a highly motivated individual with a strong work ethic to join our small administrative team to assist in maintaining these programs.

Job Expectations and Responsibilities:

- This position will be responsible for the maintenance and execution of Semifreddi's in-kind product and auction donation program.
 - Processing and responding to requests via email, mail, and phone.
 - Confirming organizations receiving products meet the standards of Semifreddi's donation program.
 - Confirming product donations do not exceed daily maximums.
 - Maintaining donation summary reports.
- This position will be responsible for the maintenance and execution of Semifreddi's Bakery Tour program.
 - Primary tour guide for all tours to the bakery.
 - Maintaining the bakery tour schedule.
 - Communicating with visitors in advance to ensure they are aware of visitor policies and guidelines.
- The employee may be asked to assist our administrative team in completing basic daily office tasks on an occasional basis.

Requirements and Skills:

- Available to work weekdays, weekends, and some holidays.
- 18 years or older.
- Punctual, dependable, and strong organizational abilities and attention to detail.
- Ability to use a computer with a basic operational knowledge of Outlook, Word, and Excel.
- Ability to speak, read, and write fluently in English is required.

Availability & Work Schedule:

- This is a part-time position (15 hours per week)
- This position is in person, but has the schedule can be flexible. The Bakery is located at 1980 North Loop Road, Alameda, CA 94502.
- This position has potential to expand and become full time in the future.

Compensation & Benefits:

- Starting wage is \$24.00-28.00 per hour, depending on experience
- Excellent benefits after 90-day introductory period including: comprehensive medical, dental & life insurance plan, and paid time off (PTO).
- 401K, employer match, profit sharing, cash bonus eligibility, and paid holidays after 1 year.
- One free loaf of bread for every shift you work!
- Friendly, motivating, and productive work environment!

80% of Semifreddi's Managers and 100% of Semifreddi's Supervisors started at entry level.

Come join our eclectic team! To apply:

- Visit our website at <http://semifreddis.com/contact-us/careers> to complete our online application

Ever wonder how Semifreddi's works its magic? Click the link below for a behind-the-scenes sneak peek!
<http://www.youtube.com/watch?v=iBfA2oII-qo>

Revised on October 16, 2024