



*Blue Horse Bakery is looking to expand our team! Blue Horse Bakery started out 2 years ago, as a home Bakery operating under the Cottage Law but due to tremendous growth and wonderful customers we are moving into downtown Nacogdoches! We will be opening our storefront in early 2017 and will be not only a full-scale specialty bakery but also offer a savory side that focuses on food sourced here locally in east Texas, specifically Nacogdoches. We are looking for motivated individuals that have a passion for creating art in the form of cake and other baked goods. Please send your resumes via email along with your portfolio of previous work if available. Art and culinary students are welcome to apply. Also, specify which position you are interested in. Compensation depends on ability and experience. Full time and part time positions available.*

*We have the following positions available:*

## **Chef**

*We are looking for a chef that has a passion for all things food and is interested in showing off their skills and what east Texas has to offer! A successful candidate will be highly detail-oriented, and perfection driven along with the ability to work well in a fast-paced environment. This is for a focus on savory items - minimal baking required on an as need basis! Must have culinary experience!*

### **Requirements**

- Strong organizational and time management skills
- Excellent communication skills and a strong sense of teamwork
- Have and show an outgoing and friendly behavior, have a positive attitude with great communication skills
- Ability to work well and is resilient in stressful situations and able to handle last minute requests
- Has strong physical stamina and the ability to lift up to 80lbs
- Valid driver's license, insurance, registration and a reliable vehicle

- Ability to follow instructions
- Has integrity
- Takes initiative
- Ability to pay special attention to detail and has a strong sense of pride in their work
- Ability to work with a sense of urgency
- Must be available to work holidays
- Has good organizational skills and can foresee problems
- Follow Blue Horse Bakery uniform requirements
- Be at least 18 years of age with a High school diploma or equivalent
- Ability to ensure excellence in guest satisfaction through commitment to a "Do Whatever It Takes Attitude"
- Achieve or exceed budgeted labor and other cost centers through proper planning and execution
- Oversee weekly and monthly inventories, and ordering of food and supplies
- Maintain sanitation procedures and organization of work area adhering to all state and local regulations.
- At least 1-2 years of Culinary experience
- Strong knowledge and attention to detail on back of the house operations including: staff supervision, inventory controls and food/labor cost, and product quality
- Stable and progressive work history; Strong work ethic

**Responsibilities are but not limited to:**

- Abide by all BHB policies and procedures and uphold BHB image and brand standards
- Follow safety procedures to prevent personal injury including; stretching, team lifting, spill clean up
- Report any issues to supervisors in a timely manner
- Assist other departments when necessary
- Alert management to issues and maintenance needs for equipment
- Source out locally grown produce and other ingredients to provide a fresh rotating menu that focuses on what Nacogdoches has to offer
- Execute all of BHS Savory menu items and creatively introduce new options based on availability of local ingredients
- Monitor food inventory and notify supervisor if low
- Assist with ordering of ingredients and any issues
- Keep all food areas, tables, equipment, and tools cleaned and sanitized according to health code on a daily basis
- Maintain bakery cleanliness including waste removal mopping sweeping scrubbing etc.
- Maintain the execution of all health code and safety regulations
- Complete all duties above and all other duties as assigned
- Ensure that correct quantities of batches are being made

- Ensure appropriate storage of utensils and supplies
- Ability to ensure excellence in guest satisfaction through commitment to a positive "Do Whatever It Takes Attitude"

Required education:

- High school or equivalent

Required experience:

- Culinary: 1 year

## **Bakery Assistant**

*We are looking for bright happy people to be the face of Blue Horse Bakery as customers enter the store. Man the cupcake counter and assist in all daily activities including baking! This position does have room for growth for a self-starting detail oriented person looking to further their career.*

### **Requirements**

- Strong organizational and time management skills
- Excellent communication skills and a strong sense of teamwork
- Have and show an outgoing and friendly behavior, have a positive attitude and the ability to interact with our customers
- Ability to work well in a busy environment and works well under pressure
- Valid driver's license, insurance, registration and a reliable vehicle
- Ability to follow instructions
- Has integrity
- Takes initiative
- Must be available to work holidays
- Follow Blue Horse Bakery uniform requirements
- Be at least 18 years of age with a High school diploma or equivalent

### **Responsibilities are but not limited to:**

- Abide by all BHB policies and procedures
- Uphold BHB image and brand standards and report any potential baking issues immediately
- Follow safety procedures to prevent personal injury including; stretching, team lifting, spill clean up
- Report any issues to supervisors in a timely manner
- Assist other departments when necessary

- Put cakes in chiller and rotate per BHB standards
- Alert management to issues and maintenance needs for equipment
- Assist in baking the full line of products by diligently following BHB recipes
- Remove cakes from pans and properly package them
- Maintain par levels of baked goods
- Monitor baked goods inventory and notify supervisor if low
- Assist with ordering of ingredients and any issues
- Assist in keep baking/decorating area tables equipment and tools cleaned and sanitized according to health code on a daily basis
- Maintain bakery cleanliness including waste removal mopping sweeping scrubbing etc.
- Complete all duties above and all other duties as assigned
- Clean display cases and fill as needed with fresh baked goods
- Fold Boxes
- Ability to ensure excellence in guest satisfaction through commitment to a positive "Do Whatever It Takes Attitude"

Required education:

- High school or equivalent

Required experience:

- Retail Sales: 1 year

## **Cake Artist/Baker**

*We are looking for cake artist/decorators that are creative and have a passion for art. A successful candidate will be highly detail-oriented, and perfection driven. Skills in both fondant and sculpting is a plus. We are looking for bakers who are production-oriented, with speed and efficiency as the focus of work performance. Skills in both buttercream and fondant is a plus.*

### **Requirements**

- Demonstrate an eye for detail, a creative mind, and an ability to distinguish between colors
- Strong organizational and time management skills
- Excellent communication skills and a strong sense of teamwork
- Have and show an outgoing and friendly behavior, have a positive attitude and the ability to interact with our customers
- Buttercream, fondant, and decorating experience is a plus
- Ability to work well in a busy environment and works well under pressure
- Possess manual dexterity and fine motor skills for decorating and be able to perform strenuous repetitive work with their hands

- Has strong physical stamina and the ability to lift up to 80lbs
- Valid driver's license, insurance, registration and a reliable vehicle
- Ability to follow instructions
- Has integrity
- Takes initiative
- Enjoys doing repetitious work and ability to do so
- Ability to pay special attention to detail and has a strong sense of pride in their work
- Ability to work with a sense of urgency
- Must be available to work holidays
- Has good organizational skills and can foresee problems
- Understands the importance of maintaining a clean work area
- Follow Blue Horse Bakery uniform requirements
- Be at least 18 years of age with a High school diploma or equivalent

**Responsibilities are but not limited to:**

- Abide by all BHB policies and procedures
- Uphold BHB image and brand standards and report any potential baking issues immediately
- Follow safety procedures to prevent personal injury including; stretching, team lifting, spill clean up
- Report any issues to supervisors in a timely manner
- Assist other departments when necessary
- Put cakes in chiller and rotate per BHB standards
- Alert management to issues and maintenance needs for equipment
- Bake the full line of products by diligently following BHB recipes
- Remove cakes from pans and properly package them
- Maintain par levels of baked goods
- Monitor baked goods inventory and notify supervisor if low
- Assist with ordering of ingredients and any issues
- Complete a daily baking log and share with supervisor
- Keep baking/decorating area tables equipment and tools cleaned and sanitized according to health code on a daily basis
- Maintain bakery cleanliness including waste removal mopping sweeping scrubbing etc.
- Maintain the execution of all health code and safety regulations
- Complete all duties above and all other duties as assigned
- Have a positive attitude
- Ensure oven temperature is in accordance to the type of product being baked
- Pair icings according to recipes and decorate baked goods appropriately according to BHB standards
- Ensure that correct quantities of batches are being made
- Ensure appropriate storage of baking utensils and supplies

- Clean display cases and fill as needed with fresh baked goods
- Make frosting when amount goes below par level
- Fold Boxes
- Ability to ensure excellence in guest satisfaction through commitment to a positive "Do Whatever It Takes Attitude"

Required education:

- High school or equivalent

Required experience:

- Cake Decorating: 1 year
- Baking/food service: 1 year



# Blue Horse Bakery

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_  
*First Middle Initial Last*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO



**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*Blue Horse Bakery provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Blue Horse Bakery complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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