



## Office Administrator

**Posted by:** Office Administrator

**Posting date:** 07-Mar-2024      **Closing date:** 27-Mar-2024

**Education:** Secondary School or Higher

**Language:** English

**Job location:** Alberta Beach

**Salary:** \$22.99 Per Year

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 2

**Job Type:** Part Time

**Job id:** CAJ7500282

### Job description:

sdasdasdasddddddTasks Prepare dough for pies, bread, rolls and sweet goods, batters for muffins, cookies and cakes and icings and frostings according to recipes or special customer orders Requisition or order materials, equipment and supplies Bake mixed dough and batters Train staff in preparation, cooking and handling of food Prepare special orders Supervise baking personnel and kitchen staff Frost and decorate cakes and baked goods Ensure that the quality of products meets established standards Operate machinery Oversee sales and merchandising of baked goods

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [asa@gmia.com](mailto:asa@gmia.com)

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