

# BAKERY ASSISTANT DISTRIBUTION

## BOULANGERIE ST PIERRE BAKERY

### Hours:

Full-time

### Description:

Boulangerie St-Pierre Bakery is a locally owned and operated bakery serving communities throughout Manitoba with fresh breads, buns, pastries, and specialty bakery products. Our products are distributed to retail partners across the province, including numerous Co-op locations, independent grocers, and food service customers.

We are currently seeking a motivated and reliable **Bakery Distribution Assistant** to join our distribution team in St-Pierre-Jolys.

### What you'll do:

Reporting to the Bakery Manager, the Bakery Distribution Assistant plays a key role in ensuring customer orders are accurately prepared, loaded, and shipped on time.

### You Will:

- Pick and prepare customer orders for daily delivery routes.
- Verify quantities and product accuracy before shipment.
- Package bakery products according to company standards.
- Assist with loading and unloading delivery vehicles.
- Organize products within the shipping and distribution areas.
- Assist with inventory counts and stock rotation.
- Maintain cleanliness and organization of the distribution department.
- Move finished products into designated freezer and cooler storage areas.
- Retrieve stock from freezers and coolers to fulfill daily customer orders.
- Ensure proper stock rotation (FIFO) and monitor product freshness.
- Work closely with production staff to ensure orders are completed accurately and on schedule.
- Follow food safety, sanitation, and workplace safety procedures at all times.
- Assist with receiving ingredients and packaging supplies as required.
- Other duties as assigned.

The Full-time Bakery Distribution Assistant must be available for early morning shifts and occasional weekends. This position averages 40 hours per week.

**Who you are:**

- You are dependable, organized, and detail-oriented.
- You enjoy working in a fast-paced team environment.
- You have strong communication and problem-solving skills.
- Experience in shipping, receiving, warehousing, food production, or distribution is considered an asset.
- You are able to work independently and efficiently.
- You are capable of lifting up to 50 lbs repeatedly throughout the shift.
- You are committed to providing excellent service to our customers and retail partners.

**What we offer:**

- Competitive compensation.
- Group benefits package.
- Employee discount on bakery products.
- Opportunities for growth and advancement within the company.
- A supportive and team-oriented work environment.
- The opportunity to be part of a growing Manitoba bakery serving communities across the province.

**How to apply:**

Send your resume by email to: [order.bspbakery@gmail.com](mailto:order.bspbakery@gmail.com)

For more information, contact us at **204-433-7763**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Application Deadline:**

Until position is filled.