



**Nova Food**  
Franchise Limited



*Southern Maid*  
CREAM · MIXED · GLAZED · DONUTS

## JOB APPLICATION FORM

<b>Job Industry</b>	Donut Franchise	<b>Job Role</b>	Kitchen/Counter
<b>Joining Date</b>	AUGUST 2022	<b>Employment Status</b>	Full time
<b>Full time Salary (Before tax)</b>	\$22 /hr (for 3 month probation)		

### Job Description

#### Where to work

You will be required to work in Southern Maid Donuts bakery together as well as in retail shop in Newmarket, where you will need to prepare the donuts and be able to serve the customer as well. We have also got retail shops in Dress Smart (Onehunga) and depending on the shift you will sometimes need to work in other retail shop, as well as in Night Market on weekends.

#### Skills & Requirements

- Show up on time for every shift, without fail.
- Be flexible about scheduling. Work early mornings, late evenings (in Night Market) and on weekends .
- Have physical strength to lift large items.
- Flexible and mobile enough to operate the machinery, open containers and roll or scoop doughs.
- Have the stamina to be on feet for an entire shift, which can range from eight hours to 12 or more.
- Handle customer transactions and the preparation of other goods, such as coffee.
- Preferably be familiar with computerized till (POS)
- Have positive attitude & be customer focused
- Be reliable, punctual & honest
- Preferred to have a full drivers licence, if possible manual

## **Duties**

You will be required to master the use of a large number of tools in order to produce quality donuts. These tools range from simple kitchen implements such as a rolling pin, to complex industrial mixing machines. The donuts are machine made, but there are various duties that you will need to do manually. These duties include:

- Putting the ingredients into the mixing machine and ensure the thermostat is at the proper temperature.
- Adjusting the ingredients and machine operations to switch between different types of donuts.
- Mixing the ingredients for dough in preparation for baking.
- Putting ingredients into the dumping machine.
- Managing the dumping machine to ensure it does not overlap the mix.
- Lifting the tray from the fryer and place the donuts on the glazing table.
- Lifting the glazer to release glaze evenly over the tray of donuts.
- Be responsible for adding various toppings to each tray of donuts according to the morning requirements or the demand for each kind throughout the day.

Of all the skills, knowledge and traits it is important for a baker to possess, the most important ones of all are a sound knowledge of hygiene and safety standards in the kitchen, and the discipline to enforce those standards.

## **Education**

- Preferably we require a high school diploma or general education diploma (GED). It is also good advantage if you have a Food Hygiene Certificate.

## **Experience**

- Those who have had coursework in culinary studies or food service are preferable; otherwise training will be given on the job.
- Preferable to have at least 1 year experience cash handling skills and barista skills.

## **Considerations**

- Because donuts are a breakfast food, you will generally start your shifts early: on average at 4 a.m. Your shifts may end before noon.

*Send your resume with cover letter to [info@southernmaid.co.nz](mailto:info@southernmaid.co.nz) before 20<sup>th</sup> of August 2022*

