

***Crafter***

**Position Summary:**

Crafters gap the bridge between the frosting department and guest service department by completing all orders according to NBC's standards and time guidelines. Crafters are trained

Guest Service Representatives and will be the first department to assist Guest Service when necessary. Crafters will maintain the crafting department and keep it supplied, clean and running efficiently.

**Requirements**:

Possess a strong sense of teamwork

Ability to follow instructions

Has integrity

Takes initiative

Fits the Nothing Bundt Cakes Culture

Has the ability to work well under pressure

Outgoing and friendly personality

Strong sales ability

Possess a strong sense of teamwork

Ability to follow instructions

Has integrity

Takes Initiative

Fits the Nothing Bundt Cakes Culture

Has the ability to work well under pressure

Outgoing and friendly personality

Ability to multitask while paying special

attention to detail

Genuine care of others needs

Ability to work with a sense of urgency

Has good organizational skills

Possess good fine motor skills

Has good communication skills

Has a strong sense of pride in work

**Providence Towne Center**

**99 Market St. Suite F-10**

**Collegeville, PA 19426**

**Monday-Friday: 9am-6pm**

**Saturday: 10am-6pm**

**Sunday: Closed**

**610-989-CAKE (2253)**

**Responsibilities may include but are not limited to:**

Abide by all NBC policies and procedures

Uphold NBC's image and brand

Assist guest service when necessary

Verify order information

Assist other departments when necessary

Follow crafting manual to put designs together

Generate personalized message cards

Coordinate the timing of all orders between guest service and frosting departments

After cakes are frosted, crafter will wrap or box all cakes for same day and next day orders

Print and verify delivery log

Track inventory of crafting material

Make and fluff bows

Keep pre-made design pieces available for walk-in and same day orders

Keep crafting area clean and sanitized, including crafting bins, drawers, and BOH POS station

