**Job Title: Store/Inventory Officer**

**Reports To:** MD

**Location:** Shagamu Ogun State

**Job Summary:**

The Store/Inventory Officer is responsible for the efficient management of all materials, ingredients, packaging items, and supplies within the pastry/bakery shop. The role ensures proper documentation, accurate stock control, and timely supply of materials required for production. The Officer maintains an organized, clean, and safe store environment, ensuring optimal inventory levels to support continuous operations and minimize waste.

**Key Responsibilities:**

* Receive and inspect all incoming materials, ingredients, and supplies to verify quality and quantity against purchase orders and delivery notes.
* Maintain accurate records of all receipts, issues, transfers, and stock balances in the inventory system or store ledger.
* Properly arrange and label all items in the store to ensure easy identification and retrieval.
* Issue materials and ingredients to production staff only on approved requisitions.
* Conduct regular stock counts (daily, weekly, and monthly) and reconcile physical stock with recorded balances.
* Monitor stock levels and alert management on low, fast-moving, or expiring items.
* Prepare and submit stock reports to management as required.
* Support the procurement process by raising requisitions for stock replenishment in a timely manner.
* Maintain a clean, well-ventilated, and hygienic store environment in compliance with food safety and health regulations.
* Record and report any damaged, expired, or returned items to the Admin Officer or Head of Production.
* Assist internal and external auditors during periodic inventory reviews.
* Ensure proper documentation and adherence to company policies and procedures in all store activities.

**Qualifications and Experience:**

* OND, HND, or B.Sc. in Business Administration, Accounting, Supply Chain Management, or a related field.
* Minimum of 1–3 years of relevant experience in store or inventory management, preferably in a bakery, pastry, or food production environment.
* Strong attention to detail, accuracy, and record-keeping skills.
* Proficiency in Microsoft Excel and inventory management software.
* Excellent communication and organizational skills.
* Ability to work independently, manage time effectively, and handle pressure.
* Knowledge of food safety and hygiene standards is an added advantage.

**Core Competencies:**

* Integrity and accountability
* Analytical and numerical ability
* Organization and time management
* Teamwork and collaboration
* Initiative and problem-solving skills
* Commitment to cleanliness and safety

**Remuneration:**  
Salary commensurate with experience, with opportunities for on-the-job training and growth.

**How to apply:**

All interested candidates should send their CV to [Treatbakerstoast.adm@gmail.com](mailto:Treatbakerstoast.adm@gmail.com) using Job title as the subject of the email.

**Job Title: Sales Attendant / Cashier**

**Location:** Shagamu Ogun State

**Job Purpose:**

The Sales Attendant / Cashier is responsible for attending to customers, handling sales transactions, maintaining cleanliness of the sales area, and ensuring excellent customer service. The role ensures smooth daily operations by balancing sales, managing payments, and assisting in product display.

**Key Responsibilities:**

**Customer Service & Sales**

* Greet customers warmly and assist them in making product choices.
* Provide information on pastries, ingredients, and special offers.
* Upsell and cross-sell products to increase sales.
* Handle customer complaints politely and escalate when necessary.

**Cashier Duties**

* Operate the cash register and process payments (cash, POS, transfers).
* Issue receipts and balance daily sales.
* Maintain accurate records of transactions.
* Reconcile cash and report discrepancies to the Accountant/Manager.

**Store & Display Management**

* Arrange pastries attractively in the display area.
* Monitor stock levels and inform the manager of low or out-of-stock items.
* Ensure proper labeling of products and prices.
* Maintain cleanliness and hygiene of the sales counter and shop floor.

**General Support**

* Assist in packaging and wrapping pastries for customers.
* Support in stock taking and inventory counts.
* Follow shop policies, safety, and hygiene standards.

**Skills & Qualifications:**

* Minimum SSCE / OND qualification.
* Previous experience in sales, cashiering, or customer service is an advantage.
* Basic knowledge of arithmetic and ability to handle money.
* Good communication and interpersonal skills.
* Friendly, polite, and customer-oriented.
* Ability to work in a fast-paced environment.
* Honest, reliable, and detail-oriented.

**Remuneration:**  
Salary commensurate with experience, with opportunities for on-the-job training and growth.

**How to apply:**

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**Job Title: Accountant**

**Reports to: MD**

**Location: Shagamu Ogun State**

**Job Purpose:**

The Accountant is responsible for managing the financial records of the pastry shop, ensuring accuracy in bookkeeping, monitoring daily transactions, preparing financial reports, and ensuring compliance with financial regulations. The role supports the business in making informed decisions, maintaining profitability, and ensuring proper financial controls.

**Key Responsibilities:**

1. **Bookkeeping & Records Management**
   * Record daily sales, purchases, expenses, and inventory costs.
   * Maintain accurate ledgers and financial documentation.
   * Reconcile cash registers and bank accounts.
2. **Financial Reporting**
   * Prepare weekly, monthly, and annual financial reports.
   * Provide analysis on sales trends, expenses, and profitability.
   * Assist in budget preparation and monitoring.
3. **Cost Control & Inventory Support**
   * Track ingredient costs and highlight variances.
   * Work with the pastry chef and manager to control wastage and improve cost efficiency.
   * Support stock management with financial insights.
4. **Payroll & Compliance**
   * Manage staff payroll, deductions, and allowances.
   * Ensure compliance with tax regulations, remittances, and filings.
   * Maintain employee financial records confidentially.
5. **Cash & Banking Management**
   * Monitor daily cash inflows and outflows.
   * Deposit revenues and reconcile with sales reports.
   * Implement controls to prevent fraud and leakages.
6. **Advisory & Support**
   * Provide financial advice to management for decision-making.
   * Assist in setting product prices based on cost and profit margins.
   * Identify opportunities for savings and business growth.

**Skills & Qualifications:**

* Bachelor’s degree or HND in Accounting, Finance, or related field.
* At least 2–3 years of accounting experience (retail, hospitality, or food industry experience is an advantage).
* Proficiency in accounting software (e.g., QuickBooks, Sage, or Excel).
* Strong knowledge of bookkeeping, tax laws, and payroll systems.
* Analytical, detail-oriented, and highly organized.
* Strong integrity and ability to maintain confidentiality.
* Good communication and interpersonal skills.

**Working Conditions:**

* Based in the pastry shop office.
* May require occasional evening or weekend work during audits or peak seasons.

**Remuneration:**  
Salary commensurate with experience, with opportunities for on-the-job training and growth.

**How to apply:**

All interested candidates should send their CV to [Treatbakerstoast.adm@gmail.com](mailto:Treatbakerstoast.adm@gmail.com) using Job title as the subject of the email.