



BIRTHDAY CAKE BAKER JOB DESCRIPTION

HELPING HAND HOUSE / 11701 101ST Ave. Ct E. Puyallup, WA 98373

- Job Title:** Birthday Cake Baker
- Job Definition:** Responsible for baking or purchasing a birthday cake for a child of Helping Hand House on their birthday. The child is matched up to the cake baker by ways of the volunteer being given a list from the Volunteer Coordinator. It is at that point that the cake baker picks and chooses the child that they wish to bake or purchase a cake for.
- Job Specifications:** The birthday cakes need to be turned into the Helping Hand House office the day of the actual birthday by 10:00 am. If the birthday falls on a weekend, the cake baker needs to turn the cake in on the Friday before the birthday.
- Report To:** Lisa Heintz- Volunteer Coordinator
- Compensation:** None/Volunteer Opportunity
- Record Keeping:** Will need to have individuals keep track of the hours spent on baking or purchasing the cake. The Volunteer Coordinator will ask for the total number of hours spent on the project at month end.
- Qualifications:**
- Be able to bake or purchase a birthday cake
 - Be able to deliver it to the Helping Hand House office when needed
 - Be creative as you would like with the cake baking decorating