

I. Position

Baker's Helper (2.23)

II. Related Titles

Assistant Baker

III. Essential Functions

Assist the Baker in preparation of all baked goods according to club recipes and standards.

IV. Additional Responsibilities

1. Opens bakery; lights ovens, if necessary; turns on proof box; pulls out needed ingredients so they can warm to room temperature
2. Schedules daily production in Baker's absence
3. Cleans and sanitizes work and storage areas
4. Prepares baked goods in accordance with club recipes and standards
5. Prepares foods in accordance with established portion and presentation standards
6. Maintains and breaks down Baker's station
7. Notifies Baker in advance of expected product shortages
8. Ensures that assigned work station and equipment are clean and sanitary
9. Maintains neat professional appearance and observes personal cleanliness rules at all times
10. Requisitions supplies as needed to prepare menu items
11. Adheres to state and local health and safety standards
12. Maintains safety and security in work area
13. Maintains the highest sanitary standards
14. Covers, dates and neatly stores all re-usable leftover products
15. Assists Baker in completion of other duties as assigned

V. Reports to

Baker

VI. Supervises

No supervisory duties are included in this position