

I. Position

Baker (2.22)

II. Related Titles

Pastry Chef (2.6)

III. Job Summary

Prepare all baked goods according to club recipes and standards.

IV. Job Tasks (Duties)

1. Prepares all baked goods, puddings, gelatins, frozen desserts, stewed and baked fruits, pies, cakes, French pastries, and other bakery items
2. Hires, supervises, trains and evaluates Baker's Helpers
3. Oversees pastry cart and buffet dessert table set-up and presentation
4. Helps maintain the cleanliness of bake shop
5. Supervises fulfillment of wedding cake orders; handles special cake shapes and decorations
6. Schedules production of bread, rolls, biscuits and muffins to maintain an inventory of freshly baked goods at all times
7. Prepares and serves items in accordance with established recipe and presentation standards
8. Sets up, maintains and breaks down pastry station
9. Notifies Pastry Chef in advance of expected product shortages
10. Requisitions supplies as needed to prepare menu items
11. Ensures that work area is safe and secure
12. Maintains neat professional appearance and observes personal cleanliness rules at all times
13. Adheres to state and local health and safety regulations
14. Maintains the highest sanitary conditions
15. Assists Pastry Chef in completion of other duties as assigned

V. Reports to

Pastry Chef

VI. Supervises

Baker's Helper