

**I. Position**

Pastry Chef (2.6)

**II. Related Titles**

Baker; Head Baker

**III. Job Summary**

Responsible for all pastry production for the dining room and all other functions in the club. Develop pastry-related recipes and ingredient purchase specifications. Decorate pastry items for special events such as buffets and receptions. Supervise bakery employees. Assist in budget development and monitoring for bakery. Maintain highest professional food quality and sanitation standards.

**IV. Job Tasks (Duties)**

1. Hires, trains and supervises all subordinate bake shop personnel
2. Plans, prepares and/or decorates special pastry items as necessary
3. Approves the requisitioning of all products and supplies needed for the bakery
4. Ensures that high standards of sanitation and cleanliness are maintained throughout the bake shop at all times
5. Establishes controls to minimize food and supply waste and theft
6. Safeguards all bake shop employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
7. Develops bake shop recipes and techniques for pastry production which help to assure consistent high quality; exercises portion control over bake shop items
8. Prepares preliminary budget for the bake shop; projects annual food and labor costs; monitors financial results; takes corrective action when necessary to help assure that financial goals are met
9. Attends regular meetings with Executive Chef, Food and Beverage Director and/or other managers and employees
10. Consults with banquet function committee about pastry-related aspects of special events being planned
11. Evaluates bake shop products to assure that quality standards are consistently attained
12. Performs other tasks as assigned by the Executive Chef

**V. Reports to**

Executive Chef

**VI. Supervises**

Baker