

I. POSITION: Senior Cake Artist

II. DEPARTMENT: Cake Room

III. JOB SUMMARY: The Senior Cake Artist should have the creative design and edible media expertise and experience to produce a good variety of cake and sugar-based designs and structures, not including confectionery work and showpieces (notably desserts like wedding cakes). They must understand and appreciate the subtleties of flavor, aesthetic design, and customer preferences; they must also have a solid understanding and sense for dessert and edible sculpture architecture. This position is responsible for the daily production of all finished dessert, custom and sculpture cakes. They will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members. They must possess a dedication to understanding and following protocol and know when and how to use creativity effectively to ensure that customers have an exceptional experience.

IV. ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Prepare, bake and/or decorate cakes, cookies, pies, tarts, icings and/or other desserts, by recipe.
- Ensure completion of all client demands and maintain department look for optimal organization.
- Set up, maintain, and break down station according to bakery and cake room guidelines.
- Assist in the continued organization of stocks of all perishable and nonperishable consumables.
- Assist in receiving all goods and break them down for storage on a FIFO basis.
- Taste products produced to assess quality.
- Notify Supervisor of all product shortages and equipment maintenance issues.
- Prepare items in accordance with established scaling, portion and presentation standards.
- Maintain accurate counts on all food items prepared ensuring no discrepancies in amount of food needed versus amount of food prepared.
- Manage personal production of all product to fulfill standing orders and maintain an inventory of fresh goods at all times while managing time effectively.
- Manage mixing of colors for icings and manufacturing sugar ornamentation with attention to requested detail and accuracy.
- Use food preparation equipment according to manufacturer's instructions.
- Clean and maintain station while practicing proper safety, sanitation and organizational skills.
- Maintain a professional appearance at all times.
- Report to work as scheduled, in uniform, and ready to assume responsibilities.
- Maintain a professional relationship with all coworkers.
- Ensure that customers have a positive and memorable experience.
- May be required to deliver or assist in delivery of products or goods.
- Possess the ability to produce the first five levels of cake difficulty at a satisfactory level of quality.
- Any other duties as assigned by the Cake Room Supervisor or Kitchen Manager (if no CRS) that fall within the scope of your training and experience or are acquired through specific on the job training.

V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of cake order process from beginning to end.
- Understanding and knowledge of safety, sanitation and food handling procedures and a commitment to quality and what it takes to achieve that high standard of quality.
- Ability to work calmly and effectively under pressure.
- Cooperate well with a variety of personalities and individuals and participate in a professional manner to accomplish the business goal.
- Unselfishly serve others and assist customers, employees, and suppliers in a prompt and effective manner while following bakery procedures.
- Proactive and react quickly and appropriately in identifying problems, find solutions, and make sound decisions that reflect positively on Kim's Kakery, Bakery and Café.
- Articulate information, both verbally and in writing, in a way that can be easily understood by employees, customers, and suppliers.
- Maintain a commitment to honesty, integrity, and good levels of efficiency and accuracy at all times.
- Accept responsibility for choices and decisions.
- Ability to accept constructive criticism in order to raise and maintain the performance standard.

VI. MINIMUM QUALIFICATIONS

- An Associate's degree in Baking & Pastry Arts is preferred but 6 months to 2 years of cake decorating experience with an emphasis on fondant with sculptured components is required.
- Production, commercial or professional bakery experience required.
- Availability on Wednesdays, Thursdays, Fridays and Saturdays.
- Ability to work a flexible schedule including nights, weekends and holidays as required.
- Ability to focus, avoid distraction, and work efficiently and cleanly.

VII. WORK CONDITIONS

A Cake Artist's duties are performed primarily in the Cake Room. An Artist may be exposed to various temperature changes and work environments. Work includes walking, standing (primarily), bending, lifting and carrying products weighing up to 60 pounds. Duties also include repetitive arm and hand movements and hand-squeezing for at least 50 percent of the work day.

VIII. REPORTS TO: Cake Room Supervisor; likely a Master Cake Artist and/or Pastry Chef

IX. SUPERVISES: None

X. COMPENSATION AND BENEFITS: Pay is proportional to ability/skill level and/or experience. Pay is hourly and Kim's Kakery, Bakery and Café does not currently offer any paid benefits.

XI. ADVANCEMENT: Kim's Kakery, Bakery and Café offers promotion from within the company to team leader and supervisor roles in several areas. In the Cake Room there are three levels of decorators;

all decorators starting in with the team in the Cake Room start at the Junior Decorator level and must learn and master all skills and abilities required of both *Junior Decorator* and *Senior Cake Artist* before the Senior Cake Artist job title will be earned. On the job training will provide the necessary practical understanding of what skills and abilities are expected at the Senior Cake Artist level; practice off the clock may be necessary for quick advancement depending on individuals' ability to learn and apply skills and abilities learned.

XII. RECEIPT AND ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of Kim's Kakery, Bakery and Café.
- I have read and understand this job description.

Print Applicant/Employee Name: _____

Applicant/Employee Signature: _____

Date: _____