

I. POSITION: Baker I – Cake and Cookies

II. DEPARTMENT: Kitchen – Cake Line

III. JOB SUMMARY: The Baker I position will produce a wide range of cakes, cupcakes, cookies and other baked goods as well as manage cake and cookie stock rotation and cake and cookie inventory. The Baker I should have a basic practical understanding of traditional cake and cookie production, filling/icing production and utilization, scaling, mixing, baking and FIFO stock rotation. They must understand and appreciate the subtleties of flavor, texture, crumb, proper bake time/temp and customer preferences; they must also have a solid understanding and sense for Kim's cake and cookie design. This position is responsible for the daily production of cakes, cupcakes, and cookies in addition to side work during lulls in production. 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 and/or bake cakes, cupcakes and cookies, by recipe and/or instruction.
- Ensure completion of all client demands and maintain department look for optimal organization.
- Assist in the continued organization of stocks of all perishable and nonperishable consumables.
- Set up, maintain, and break down station according to bakery and cake line guidelines.
- Taste and/or feel products produced to assess quality.
- Maintain or embrace good cake and cookie mixing and baking skills.
- 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.
- Use food preparation equipment according to manufacturer's instructions.
- Clean and maintain station while practicing proper safety, sanitation and organizational skills.
- FIFO receivables into walk-in cooler and freezer in a well-organized and sanitary fashion.
- 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.
- Possess the ability to produce all cake and cookie menu items at a satisfactory level of quality.
- Any other duties as assigned by the Baking Supervisor or Kitchen Manager (if no BS) 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-based product mixing, scaling and baking and cookie mixing, scaling, staging and baking processes 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 six months to 2 years of cake and cookie experience is required.
- Production, commercial or professional bakery or restaurant experience preferred.
- Availability on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays to start.
- Ability to work a flexible schedule including early mornings, weekends and holidays as required.
- Ability to focus, avoid distraction, and work efficiently and cleanly.

VII. WORK CONDITIONS

A Baker I's duties are performed primarily in the kitchen on the cake line. A Baker I 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 for a significant portion of the work day. A Baker I's day will typically start at 2AM and end at 10AM although if the workload requires it, he or she will be required to stay until the workload is complete. Mandatory overtime may be necessary during/around major holidays.

VIII. REPORTS TO: Baking Supervisor, Kitchen Manager (if no BS) or General Manager (if no BS or KM)

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. On the Cake Line there are several stages of competency and consistency that must be achieved to advance to a supervisor level and several types of cross-training must be developed before a candidate is to be considered for Kitchen Manager. On the job training will provide the necessary practical understanding of what skills and abilities are expected at the Supervisor level; research and menu item costing off the clock may be necessary for quick advancement depending on individuals' ability to learn and apply skills and abilities learned. Eventually, Baker I will be given the opportunity to do advanced/artisan cookies or cake of their choosing provided they can cost out the recipe and the Kitchen Manager gives approval.

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: _____