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| NAME | * |
| JOB TITLE | BAKER / PASTRY CHEF |
| DATE | 1 JULY 2021 |
| REPORTS TO | DANIEL BAER – PRODUCTION MANAGER |

POSITION DESCRIPTION

Position purpose Prepare and maintain excellent standards of food preparation and presentation for a range of bakery products.

Main tasks Core objectives include:

- Preparing workstations with the necessary ingredients and equipment
- The preparation and cooking of various foods using varying utensils and grillers as necessary
- Ensure the kitchen maintains the cleanliness standards as determined by the Company and by law
- Make the necessary adjustments to products as necessary to comply with customer demands
- Prepare baked products as required and in a timely manner

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

Required qualities

- Professional approach
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail

Desired competencies

- Analytical thinking
- Initiative
- Business awareness
- Tenacity
- Strategic thinking
- Positive approach to change

PERSON SPECIFICATION

Qualifications

- Certificate in Baking or Pastry Cooking

Experience

- Bakery production experience

Knowledge

- Knowledge of various baking / cooking techniques and their various outcomes
- Food Safety Standards and expectations

Skills & competencies **Customer service focused:** committed to providing exceptional products and service across all channels

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach (essential)
- Confident manner (essential)
- Ability to work with a variety of different personalities (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

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Date