



C&J CATERING

and events

JOB DESCRIPTION

Job Title: Baker Assistant
Location: Corporate Office- Catering
Department: Bakery

SUMMARY:

The Baker Assistant is responsible for producing, decorating, and plating various pastries and desserts for all event types. This position requires attention to detail as well as creativity and culinary ability.

ACCOUNTABILITIES:

Due to the fluctuating nature of the Company's operation, it may be necessary to perform a multitude of different job roles and functions. Therefore, as an essential part of your job, you will be expected to assist others in the execution of their responsibilities or perform tasks not specifically outlined in your job description in order to complete any component directly related to the success of the company or an event.

Adherence to any written standards of operation, policies and procedures, manuals, memos, oral instructions, etc. is expected at all times.

ESSENTIAL FUNCTIONS:

- Responsible for preparing and plating baked goods on platters for all events while using creativity and staying updated on progressive bakery ideas.
- Responsible for adhering to all sanitation guidelines and keeping the kitchen clean. This includes, but is not limited to; making sure the refrigerator is clean and does not hold out-of-date food, laundry up-keep, and wiping down all working areas.
- Assists the Lead Baker and Executive Chef with ordering product and inventorying product.
- Responsible for Waste Tracking records while also minimizing waste.
- Attends monthly meetings regarding weekly events in order to be aware of upcoming events and needs from the Bakery.

- Understands and complies consistently with our standard portion sizes, cooking methods, recipes, quality standards and kitchen rules, policies, and procedures.
- Performs other related duties assigned by the Corporate Executive Chef.

REPORTING RELATIONSHIPS:

- Reports directly to: Lead Baker and Corporate Executive Chef
- Directly supervises: N/A

SKILLS AND QUALIFICATIONS:

- WORK EXPERIENCE: General culinary/bakery experience
- SKILLS: Attention to detail, creativity with flavor and texture, excellent hand-eye coordination, patience under pressure, problem solving, ability to follow read and follow recipes
- EDUCATION: High school diploma or equivalent required.
- CERTIFICATE/LICENSE: Valid Driver's License, ServSafe Certification, preferred.
- LANGUAGE: Complete written and oral knowledge of the English language is required.
- SECURITY/CONFIDENTIALITY: All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
- TRAINING: Any training held is mandatory.
- PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff and supervise a multi-cultural staff and fill-in wherever needed.
- WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours on big event days and lifting up to 50 lbs.
- ATTENDANCE REQUIREMENTS: Hours worked are variable due to the nature of the business. Must be able to work nights and weekends as required for business needs.