



Baker 1

Job summary

The [Baker](https://100hires.com/baker-job-description.html) is responsible for opening the bakery, ensuring baked goods are prepared according to established recipes, maintaining a clean work environment, and prepping baked goods for sale and delivery.

Responsibilities

Opens bakery each day and prepares for business

Mixes prepares and bakes various product offerings

Ensures all baked goods are completed on time for opening and delivery

Maintains records related to baking supplies, deliveries, and production level

Assists with prepping baked goods for delivery

Cleans and restocks workstations and ensures all equipment is sanitized and prepped for next shift

Requirements

6 months of baking experience

Must have good attention to detail – especially when performing quality inspections on ingredients and products

Must know safe food handling procedures

Able to work in a hot, hectic environment

Able to work any shift including weekends

Must be able to lift/push up to 40lbs.

Baker 2

Job summary

As a key member of the Bakery department, the [Baker](https://100hires.com/baker-job-description.html) is responsible for the production tools, par baking schedule, and preparing all specialty bread, pastries, and pies. The [Baker](https://100hires.com/baker-job-description.html) also assists our guests in choosing high-quality pastries, bread, pies, and other various specialty items, including cookies and cakes. Bakers work in a fast-paced multi-tasking environment.

Responsibilities

Greet guests, answer questions in a friendly manner, proactively assist guests with accurate and timely information,



make product/service recommendations, and accommodate special requests.

Prioritizing department activities while managing interruptions and attending to details to complete tasks within deadlines is a must.

Maintain knowledge of products throughout the store, weekly ad items, and work across departments to provide and assist guests in finding products & complete meal solutions.

Baking, handling, slicing, and preparing a variety of the department's bakery specialty bread, pastries, and convenient meal solutions throughout the day per specific guest requests and maintaining quality product levels as indicated within recipe/standards.

Enforcing and following department practices regarding receiving, stocking, and unloading deliveries of products to ensure freshness and quality; including but not limited to cases, coolers, freezers, and sales floor.

Assist the Dept. Manager with the managing of inventory, ordering, pricing, and signage throughout the department; Helping to reduce losses due to shrink, damage, and pilferage. In the absence of the bakery, the manager assists in overseeing the bakery clerks.

Following and utilizing the department production tools and performing other duties and assignments as directed by management

Inspecting and storing products to ensure quality, following proper rotation, cleaning, sanitation procedures, and operating equipment in a safe and focused manner while tracking the date and rotation of products and completing any necessary reports

Monitoring temperature of cases, spillovers, ovens, and storage areas and reporting any failures to the [Deli Manager](https://100hires.com/deli-manager-job-description.html) or Manager on Duty.

Following all company guidelines and procedures to include but not limited to safety and sanitation and preparation while cleaning including disassembling, washing, rinsing, and sanitizing all equipment within the work area. Adhere to all local, state, and federal health and civil code regulations

Observing all store rules, Company policies, handbook guidelines, and shift operating hours at all times as scheduled or assigned by store management.

Wearing an approved hat, hair net, nonslip shoes, and/or beard guard.

Requirements

Typical motions include repetitive hand and arm movements, repetitive grasping, lifting, bending, reaching, and exposure to extreme temperatures (coolers, freezer, outdoors, etc.)

Will be required to spend the majority of time on his/her feet and stand or walk without a break for up to 4 hours

Responsible for moving or lifting an average of 10-60 pounds with a maximum weight lifted of 80 pounds occasionally

Able to work a flexible schedule including nights, overnights, weekends, and holidays as needed

Ability to use tools and equipment, including knives, ladders, stepstools, box cutters, pallet jacks, and other heavy machinery



Bakery, Culinary, Retail, and/or Grocery experience

Production Planning Software experience

Working knowledge of Microsoft Office

Baker 3

Job summary

A [Baker](https://100hires.com/baker-job-description.html) takes and processes customer orders according to customer requests, ensuring that the product is ready on time. Assists the [Bakery Manager](https://100hires.com/bakery-manager-job-description.html) in determining the variety and quantity of bakery products to be produced or replenished, according to orders, sales projections, and daily volume.

Responsibilities

Assists with the development and implementation of new product ideas.

Awareness of miss-picked merchandise and knowledge of how to correct the problem.

Knows bakery equipment and procedures to ensure a quality product.

Merchandises the entrance case with the appropriate stock levels based on day, time of year, and special store events.

Prepares frozen products for proper baking.

Produces a variety of bakery products ensuring proper production and quality.

Cleans department area, including equipment, containers, storage areas, aisles, display, and special store events.

Operates equipment, if needed.

Operates price scale with knowledge of current prices. Prices or changes in price tags on merchandise refer to the price list and coordinate with the scan department.

Receives, opens, and unpacks cartons and crates of merchandise, checking invoices against items received. Promptly clears the floor of all restocking equipment and debris.

Sets and signs displays of merchandise to attract customers and promote sales.

Takes inventory or examines merchandise regularly, to identify items needing to be reordered or replenished.

Requirements

Ability to lift 25-50 lbs.

Employee must be at least 18 years old.

While performing the duties of this job, employees are regularly exposed to hot temperatures while working around kitchen equipment.

Baker 4



Job summary

To work the day-to-day operations of the Bakery which includes preparation and production of all pastry, bread, and dessert items for the Buffet, Café, Vineyard, Duet, Employee Dining Room, and Banquets.

Responsibilities

Prepare all food items according to standard recipes or as otherwise specified by the supervisor to ensure consistency of product to the guest.

Check and control the proper storage of products, especially on all produce including checking on portion control to maintain a quality product.

Clean as you go keeping your workstation neat and orderly and perform general cleaning tasks using standard hotel cleaning products as assigned to adhere to standards.

Monitor and keep all refrigeration, storage, and equipment in clean, working condition.

Visually inspects, selects, and uses only the most wholesome food products of the highest standard in the preparation of all menu items.

Reads and employs math skills to follow standard recipes and menu specifications.

Perform any other duties as assigned by management.

Provide outstanding guest service to all internal and external guests

Requirements

Requires reading and math skills for recipes and measurements.

Remain calm and alert, especially during heavy hotel activity, serving as a role model for other employees.

Ability to listen effectively, speak, read, and write English clearly to ascertain and document important information.

Ability to comprehend and follow written and/or verbal instructions from supervisor.

Ability to perform job functions at an acceptable level of competency and according to standards prescribed by management commensurate to job classifications.

Good working knowledge of accepted standards of sanitation.

Must be able to obtain and maintain all cards required by the company.

Must be able to verify right to work in the U.S.

Baker 5

Job summary

A [Baker](https://100hires.com/baker-job-description.html) produces baked goods and prepared foods, by recipes for the bakery case stations. A [Baker](https://100hires.com/baker-job-description.html) provides



excellent customer service when needed.

Responsibilities

Provides excellent, professional customer service

Produces baked goods by recipes

Utilizes expertise in all aspects of baking and cooking

Participates in recipe development and modification

Is responsible for handling and merchandising bakery products, inventory management, and promotion of baked goods

Is responsible for quality control to ensure consistently high-quality product

Oversees specific shifts and provides leadership for department in absence of manager

Sets the example for department sanitation, cleanliness, and safety standards

Solves problems effectively and works well as part of a team

Provides support and assistance to the [bakery manager](https://100hires.com/bakery-manager-job-description.html) in all aspects of the job

Oversees the maintenance of equipment

Requirements

Proven ability to perform excellent, professional customer service

Available to work the overnight shift, including weekends

Ability to work independently and as part of a team

Familiarity with specialty and prepared foods

Basic math skills for measurement and scale functions

Excellent communication, organizational and multitasking skills

At least 1 year of production baking experience and alternative baking experience

Must be able to meet physical requirements including standing, twisting, bending, repetitive motion, and lifting 10-40lbs regularly

Must be at least eighteen years of age

Baker 6

Job summary

As a creative, hands-on [Baker](https://100hires.com/baker-job-description.html) on our team, you will be preparing baked goods in compliance with our menus, recipes, and ingredient use. You would be producing bread, rolls, muffins, pies, cakes, cookies, and all related creams, frostings, and icings. You will benefit from the ability to work alongside the other members of the culinary team to grow and develop your talent and skills.



Responsibilities

- Follow recipes and procedures provided by Chef and/or Director
- Prepare and serve all items according to quality and appearance standards
- Properly handle, identify, and package all items
- Adhere to safety, sanitation, and proper food preparation within the work environment
- Ability to interact professionally and cohesively with other team members

Requirements

- Previous experience in a commercial kitchen
- Previous baking experience

Baker 7

Job summary

A [Baker](https://100hires.com/baker-job-description.html) provides excellent guest service through bakery department activities.

Responsibilities

- Provide polite, friendly greetings and interactions with all guests.
- Prepare product for sale (baking, weighing, and pricing).
- Maintain product level, quality and freshness.
- When requested perform clerk function of cake decorating.
- Maintain sanitation standards in the cooler, freezer, prep area, and sales area.
- Communicate guest requests to management.
- Communicate temperature breakdowns to supervisor.
- Keeps supply area neat, clean, and tidy at all times.
- Perform all other duties as assigned by management.
- Performs front-end duties to insure "no noticeable wait" standard is maintained.
- Announce specials and sale info on the PA system.
- Assist in product receiving and storage.

Requirements

- Friendly, outgoing personality.



Ability to work well with others.

Ability to lift 25 lbs. consistently and 50 lbs. occasionally.

Ability to read and understand information and direction.

Effective communication, guest service, and selling skills.

Must be at least 18 years old.

Ability to bend, kneel and stand for extended periods.

Baker 8

Job summary

A [Baker](https://100hires.com/baker-job-description.html) bakes, packages, displays, rotates, and stores bakery products, including freshly baked and prepackaged goods. Assists Members with all bakery items, including safe handling and storage instructions. Maintains all cleaning and safety standards within the bakery department.

Responsibilities

Provides a high level of customer service to Members. Answers questions and recommends bakery items. Answers Member calls and takes special orders.

Proofs and bakes all unfinished bakery goods by following each item's product handling information using ovens and/or other equipment. Uses bakery production charts as a guide for production and display needs. Gathers products to be prepared for the next business day.

Packages freshly baked goods, including cookies, Danish pastries, muffins, rolls, bread, pies, cakes, and other items as needed. Unpacks bakery goods from the freezer and displays proper amounts based on bakery production chart recommendations. Rotates and stores bakery products following proper work methods on food safety, food freshness, and product handling policies and procedures.

Ensures that all products are fresh and meet company quality standards. Checks for out-of-date products daily and follows salvage and stale product policies and procedures.

Receives and inspects bakery shipments. Maintains the proper rotation of received goods.

Generates labels and price tickets for bakery goods and performs price check functions when necessary. Ensures all items are accurately priced.

Cleans and sanitizes equipment, display fixtures, and food surfaces in the bakery, including ovens, cooking utensils, refrigerated cases, display racks, and tables.

Assists with cake decoration as needed.

Maintains all club policies and procedures.

Performs other duties as assigned, including working in other departments as needed.



Requirements

Experience working in a bakery environment preferred.

Knowledge of bakery products preferred.

At least 18 years of age.

Baker 9

Job summary

As a Baker, this position will be responsible for baking products for orders and replenishing displays. Additionally, you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

Responsibilities

Provides prompt, efficient, and friendly customer service by exhibiting caring, concern, and patience in all customer interactions and treating customers as the most important people in the store.

Smiles and greets customers in a friendly manner, whether the encounter takes place in the employee's designated department or elsewhere in the store

Makes an effort to learn customers' names and to address them by name whenever possible

Answers the telephone promptly and provides friendly, helpful service to customers who call including taking product orders

Checks orders for the day and sets up a timeline and production schedule

Prepares make up, bakes, and fries all department products as needed

Reviews the status and appearance of the product for freshness and pulls by stale date

Invoices and puts away product as instructed by the department manager

Anticipates product needs, not only for the current day but subsequent days.

Requirements

High school or equivalent experience (department training helpful) and over six months up to one year of similar or related experience.

Must be physically able to exert up to 50 pounds of force occasionally and up to 20 pounds of force frequently to move objects.

Visual requirements include vision from more than 20 inches and less than 20 feet with or without correction, color vision, depth perception, and field of vision.

Must be able to perform the following physical activities: Stooping, crouching, reaching, standing, walking, pushing,



pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must have the ability to solve practical problems; variety of variables with limited standardization; interpret instructions.

Ability to do arithmetic calculations involving fractions, decimals, and percentages.

Must be able to copy data from one record to another, interview to obtain basic information, guide people and provide basic direction.

Baker 10

Job summary

A [Baker](https://100hires.com/baker-job-description.html) is responsible for the daily preparation and cooking of food items in the pantry, fry, and/or stations, or other areas of the kitchen. This position is responsible for other duties in the areas of food and final plate presentation including plating and garnishing of cooked items.

Responsibilities

Perform various line prep duties through multi-tasking and time management

Effectively communicate with your team members so the operations run in an organized manner

Enforce all safety and sanitation rules while working in the food handling process

Ability to take direction and effectively work through high-volume needs

Requirements

At least 1-4 years of high-volume food service experience

Prior food and beverage experience is preferred

Deliver excellent customer service, time management, and organization skills