



JOB TITLE: BAKER

REPORTS TO: BAKEHOUSE MANAGER

Revision Date: 11/2021

JOB FUNCTION: Responsible for creating, preparing, maintaining and delivering a high quality and large variety on all baked goods; to maintain a level of cleanliness exceeding health code standards; to assist customer requests; to help introduce new products on a regular basis as well as rotate current recipes.

DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service at all times
- Participate in departmental inventories and department clean ups
- Participate in the creation and testing of new bakery recipes that utilize natural food sources while maintaining an attractive appeal for the customers
- Advise Bakery Supervisor of departmental needs including shortages of baked goods and ingredients
- Attend all Lakewinds training classes and department huddles
- Ability to meet deadlines and work under tight timelines
- Perform other tasks as assigned by Bakery Supervisor

PREP

- Efficiently and consistently prepare ingredients as defined by recipe, with special attention to accuracy
- Order, receive and put away deliveries of kitchen products and supplies, following procedures. Notify when ingredients or supplies are low or out of stock
- Keep work area clean and organized; wash dishes, utensils and other items.
- Daily inventory of production needed for the day
- Maintain accurate records of production and losses

MIXING

- Follow and stay on missing schedule
- Mixes product according to procedure
- Maintains Clean working area

BAKING

- Efficiently and consistently bake products according to standards, referencing baking guide/recipe
- Ensure prompt availability of product according to procedure
- Practice common sense and safety measures

QUALIFICATIONS

- Experienced baker in restaurant, caterer or deli – preferred.
- Familiarity with natural foods.
- Experience serving the public.
- Demonstrated ability to handle multiple tasks.

SAFETY

- Emphasize safety and safe body mechanics in a fast-paced department; participate in ongoing training.
- Be proactive in reducing work-related injuries; recognize and solve potentially hazardous situations, and/or bring to the attention of the Department Manager

ESSENTIAL PHYSICAL REQUIREMENTS:

- Ability to communicate effectively with members, customers, managers, staff, vendors, and officials
- Ability to read, count and write to accurately complete all documentation
- Ability to do math computations to figure prices, discounts, wages/labor costs and schedules
- Ability to freely access all areas of the store including offices, selling floor, registers, stock areas, kitchen, and walk-in coolers and freezers
- Ability to move or handle merchandise throughout the store generally weighing up to 50 pounds.
- Ability to lift up to approximately 50 pounds occasionally
- Ability to perform the following movements – used in cooking, customer service and department maintenance – repeatedly and for sustained periods of time: walking, standing, bending, stooping, and reaching
- Ability to sit or stand for up to several hours at a time
- Ability to operate office equipment including 10 key calculator, telephone, fax machine, computer and printer
- Ability to work varied hours and days including early mornings and weekends
- Ability to maintain calm when adversity is encountered
- Ability to perform small motor skills, with repetition

Disclaimer Notice: The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Lakewinds Natural Foods reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.