

# **MOUNTAINSIDE BAKERY & CAFÉ**

## **Job Description: Baking Assistant**

**We are seeking baking assistants with some experience working in a commercial kitchen. Ideally candidates will have fundamental knowledge of baking processes, reading recipes, measuring ingredients by weight and testing for doneness. Our products are very high quality and consistency is essential for our baked items every day. We are expanding our business and expect to experience very high demand for our bakery items. Our positions pay hourly with AM and PM shifts available.**

### **Responsibilities Include:**

1. Prepare and bake items for the bakery dept. as directed by the Baking Manager
2. Always use best practices of reading entire recipe before measuring and prepping ingredients when preparing assigned items. Take out and measure all ingredients before beginning recipes.
3. If there are ever any questions - ASK
4. Using the daily baking log, work to keep inventory levels maintained each day
5. Throughout the shift, check inventory levels of items for sale and restock as needed
6. Create a build-to list with the Baking Manager for supplementing back-up bakery and food service inventory each day
7. Track all items prepared or baked by initialing the baking inventory daily log
8. Manage and communicate to other shift staff any items that will need to be removed from bakery cases in the evening
9. Always date, describe and initial items that will be stored in walk-ins
10. Operate baking equipment carefully – paying close attention to moving machinery parts and hot ovens. Take all necessary precautions when handling hot pans and trays.
11. Keep the baking area clean and all stations orderly
12. Always adhere to food safety, best practices - at all times - such as wearing gloves for any ready to eat foods
13. Communicate to all personnel in a professional and positive manner
14. Escalate any concerns to Bakery Manager