

# **Baker**

## **Job Summary**

- Prepares batters, fillings, cupcakes, and other baked goods according to recipe, as well as perform sales activity as needed.

## **General Accountabilities**

- Bakes cupcakes, cakes, cookies, and other pastries
- Checks production schedule to determine variety and quantity of goods to bake.
- Measures and mixes ingredients to form frostings or batters by hand or using electric mixer.
- Frosts cupcakes to company standards.
- Places baking cups in cupcake pans.
- Spreads or sprinkles topping such as fudge, cinnamon, and caramel on specialty cupcakes.
- Performs front of house sales duties.
- Cleans station fully to company standards.
- Completes checklist for daily duties such as inventory and closing duties.
- Answers phone calls and speaks in professional manner with full knowledge of products and pricing.
- Other duties as needed or appointed

## **Job Qualifications**

- High school diploma or equivalent education
- Vocational training from a culinary school is preferred
- Professional bakery Experience is preferred

## **Skills**

- Ability to take initiative and problem solve
- Excellent verbal and written communication skills
- Ability to actively engage in conversations with clients
- Ability to present oneself as well as the company in a professional manner
- Attention to detail
- Interpersonal skills and customer service skills required
- Meets challenges resourcefully
- Observes all safety and security procedures
- Commits to long hours of work to complete tasks when necessary
- Superior ability in piping techniques and other cake decorating techniques

## **Physical Demands**

- Regularly required to stand
- Regularly required to use hands
- Regularly required to reaching with hands and arms
- Regularly required to perform heavy lifting (50lb's)