

Baker
UF4060

Job Overview:

The Baker prepares baked goods according to recipes and production specifications. They will follow all Sodexo culinary standards to ensure that pastry and bakery items are of the highest quality in taste and appearance to satisfy guests. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Check daily production schedules and follow Sodexo recipes to prepare a variety of baked items from scratch, such as breads, rolls, muffins, biscuits, cakes, and pastries.
- Accurately weigh and measure ingredients, mix doughs and batters by hand or mixer, shape and cut dough, and bake items to perfection.
- Apply appropriate toppings and ensure products are portioned and presented according to standards and guest preferences.
- Regulate oven temperatures, monitor baking times, and ensure all products are prepared, held, and served at correct temperatures.
- Set up and stock the bake shop area, maintain proper storage, rotation, labeling, and dating of all products, and keep the bakery clean and organized.
- Work collaboratively with other culinary team members to achieve operational objectives and foster positive team relations.
- Pay close attention to detail, accommodate special requests, and ensure only high-quality baked items leave the kitchen.
- Assist with re-stocking equipment, supplies, and food items, and support other positions as needed.
- Apply consistent focus on the customer, and accommodate special requests to ensure customer satisfaction.
- Clean and sanitize workstations and equipment, follow all HACCP, OSHA, and food safety guidelines, and attend allergy and foodborne illness training.
- Reports all accidents and injuries in a timely manner.
- Comply with all company safety and risk management policies and procedures.
- Participate in regular safety meetings, safety training, and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED or equivalent experience.
- 0 to 1 more years of related work experience.
- Experience in a specialized bakery or pastry role preferred.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to apply technical, professional or product expertise.
- Ability to use a computer.
- Basic food handling skills.

License/Qualifications

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule as business requires.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Must be able to use hands to finger, handle, feel, reach with hands and arms, and taste or smell.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 50 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally, while performing the duties of this job the employee is primarily in an indoor setting in a controlled temperate environment; however, the employee may participate in outside activities and events and may be exposed to heat/cold during support of such events and through the use of various equipment such as walk-in coolers and refrigerators.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- The noise level in the work environment is usually moderate to loud.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____