



Official Title: Baking Assistant
Department: Day Baking | Baking Centre | 3507 Westwind Blvd, Santa Rosa
Reports To: Team Lead
FLSA Status: Non-exempt

Primary Objective

Under general direction of Baking Manager, prepares and bakes cakes, cookies, pies, and desserts, , specialty pastries; does related work as may be required.

Essential Functions

- Observes all company rules and policies
- Maintains a neat, well-groomed personal appearance at all times and observes company dress regulations
- Prepares, measures and mixes ingredients to makes a variety of pastries and baked goods including cookies, pies, tortes, desserts, and other products according to recipe
- Form mixes and batters using electric mixer, and stirs ingredients by hand
- Shapes dough for cookies, pies and pastries
- Clean the facility at the end of each shift and periodically, as needed
- Other duties as assigned

Knowledge Of:

- Methods, practices and terminology needed in bakery establishments
- Methods and techniques of preparing and baking quality bakery products
- Principles and procedures used in work area sanitation and safety measures used in the bakery operation
- General mathematics, including fractions and percentages
- Methods of keeping accurate and usable inventor control records of bakery ingredients

Ability To:

- Follow oral and written directions and, when required complete preparation and baking assignments without assistance
- Safely operate all equipment and tools used in a bakery
- Work cooperatively with others

Physical Requirements

- Ability to lift up to 50 pounds on a frequent basis
- Regularly required to stand and use the hands to handle, finger, or feel objects, tools or controls
- Must frequently walk, talk or hear, and reach with the hands and arms
- Occasionally, the employee must crouch or kneel
- Requires specific vision abilities that include close vision and the ability to adjust focus including sufficient visual acuity to check and verify invoices and other written documents
- Have sufficient physical mobility or agility to be able to respond quickly to fire or other emergencies
- Ability to tolerate moderate amounts of dust and fumes from common elements



- Have sufficient memory retention skills to monitor and keep track of customers, product counts, shortages, and to record discrepancies immediately

Work Environment

- Occasional exposure to, in, or around refrigerated storage areas and relatively damp and humid conditions
- Occasional exposure to heated ovens and high temperatures
- The atmospheric environment may occasionally contain airborne particles of flour, spices and other finely powdered ingredients and frequent aromatic odors
- Typically, the noise level in the work environment is moderate

NOTE

The essential job functions, responsibilities, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the incumbent in this position may be required to perform. The Company reserves the right, at its sole discretion, to revise this job description at any time and to require the incumbent to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description in no way creates an employment contract, implied or otherwise, and each employee remains, at all times, an "at will" employee.

Position: F/T
Days: Work schedule: Sunday-Thursday 6am-2:30pm
Pay: \$18-19.50 per hour, DOE, medical, 401K, plus ancillary benefits