

Kaffee Meister

Job Title: Baker	Job Code: 450
Department:	Job Grade: 4
Revision Date: 03/31/2021	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview

The position of Baker is part of the kitchen crew. Bakers are responsible for mixing and baking ingredients to produce a variety of baked goods (gf muffins, granola, cookies, bread etc.) for the shop. Bakers also produce mixes to be baked by other staff and prepare the syrups used in beverage making. Bakers should be able to read, follow, and create recipes. They should be able to perform math skills required to multiply ingredients for batches. Bakers also are responsible for reporting and reviewing inventory needs, order needed ingredients, and communicate effectively with other members of the bakery/production team. Bakers should demonstrate proficiency in quality and consistency in the products they prepare. They must display diligence, cleanliness, confidence and the ability to work efficiently, and they should give great attention to avoiding cross contamination when mixing, baking, and storing gluten free products. Bakers should follow safety protocols when working in the kitchen.

All employees of Kaffee Meister are expected to display a willingness to learn, professionalism, friendliness to customers and co-workers, and a commitment to the philosophy of Kaffee Meister, which includes a desire to promote coffee, quality, and community within the realm of a coffee shop environment.

Bakers are at will employees and may be terminated at any time without reason. The position may or may not lead to a higher level of employment.

Essential Job Functions

25% Kitchen Maintenance

- Maintain cleanliness and organization of baking station, including refrigerators, shelving, and sink areas
- Clean behind and under kitchen equipment, shelving, and sink on a regular basis
- Wash, rinse, sanitize and store dishes and kitchen utensils used in the baking process
- Order and restock supplies, as needed
- Assist in closing of shop on busy days, backing up the closing team

60% Food Service

- Responsible for creation of a designated list of food items to be in the coffee shop, including muffins, granola, syrups, sourdough products, and quiche
- May be assigned to prepare items for baking (afternoon or evening) or to bake off products (morning)
- Pay strict attention to exact measurements and timing
- Follow proper handling and right temperature of all food products
- May work independent from the rest of the KM team
- Operate kitchen equipment such as blenders, mixers microwaves, ovens, and sharp tools correctly, using safety protocols
- Ensure that all food menu items are up to Kaffee Meister standards

15% Management

Baker Job Description

- Work with a tight production schedule to prepare a set quota for any given item they must produce during a baking shift
- Monitor stock of ingredients on hand; maintain inventory records indicating supply on hand
- Stay organized and on top of work at all times
- May be required to train or supervise others
- Plan future production shifts and communicate with Inventory Manager when new or depleted supplies are needed
- Serve as a role model to demonstrate appropriate behaviors
- Attend and participate in all required staff meetings
- Promptly report issues with food items or maintenance problems to Management

Requirements

- Successful completion of the State Food Handlers course
- Positive attitude
- Good communication skills
- Attention to detail
- Ability to take instructions
- Ability to identify needed tasks and then complete them
- Organized
- Innately creative
- Self-motivated
- Sound knowledge of hygiene and safety
- Punctual
- Friendly and professional
- Efficient
- Able to complete basic math computation
- Problem solver
- Leadership
- Must be legal to work in the United States
- Must be 18 years of age or provide a work permit as proof of eligibility to work

Working Conditions

- Lift equipment up to 40 pounds
- Climb short ladders
- Stand for prolonged periods of time
- Work with a variety of cleaning chemicals and supplies
- Warm work conditions
- Confined and restricted work environment
- Work with sharp and hot equipment
- Work in a fast-paced environment
- Handle multiple commands and prioritize them
- May be required to stay later if job is not completed
- May be required to go home early if job is completed ahead of time
- Must be able to reach items at 6' high with or without reasonable accommodation

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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