

## POSITION DESCRIPTION

**Position:** Pastry Assistant

**Reports to:** Pastry Chef

### **Primary Function:**

Responsible for delivering products of the highest quality in terms of freshness, taste, and consistency.

### **Position Responsibilities:**

- Prepares to order all food items, following standard recipes and procedures within specified time limits.
- Ensures the production of exceptional quality dishes in a proper and sanitary manner.
- Procures ingredients and equipment.
- Maintains cleanliness of workstation, kitchen area and walk-in cooler and freezer.
- Preps assigned items.
- Notifies the Pastry Chef of any shortages or discrepancies in products or ingredients.
- Completes food safety programs successfully within 30 days of hire.
- Adheres to all written food handling procedures as well as common sense safety practices, including storage of food products, awareness of hot and cold meats, seafood, etc.
- Measures and assembles ingredients.
- Assists in controlling waste by monitoring proper rotation, storage and over production.
- Reviews prep list, daily pars and maintains par levels.
- Works variety of shifts, as needed, to include nights, weekends and/or holidays.
- Works effectively as a team with all departmental employees.
- Complies with departmental uniform and grooming standards.
- Complies with departmental and Club policies and procedures.
- Performs all other duties as assigned.

### **Job Qualifications/Experience:**

- A minimum of one year of previous experience in food production is preferred.

### **Abilities:**

- Must be able to read, understand and follow verbal and written instructions.
- Must have the ability to manage a diverse workload and prioritize in a fast paced environment.
- Must be highly organized and able to handle multiple tasks and to deploy resources effectively.
- Must have the willingness to provide exceptional service to members.

### **Physical Demands**

- Standing and/or walking 100% of shift.
- Lifting and/or moving 1 pound up to 25 pounds for 80 % of shift.
- Lifting and/or moving 26 pounds up to 50 pounds for 20% of shift.

- Pushing, pulling, bending, stooping, and upward reaching for 85% of shift.
- Continual use of manual dexterity and gross motor skills.

**Employees are held accountable for all duties of this job**

This description is based on management's assessment of the requirements and functions of the job on the date this description was prepared. It is a general guideline for managers and colleagues, but it does not purport to be an exhaustive list of all the elements of the job.