

# Agora Downtown

## Baker/Kitchen Prep Job Description

### **Baker Job Responsibilities:**

Responsible for correctly following recipes in order to produce high quality food items and prepare ingredients in a timely manner. Responsible for having an attractive and diverse array of food items available for purchase. Must keep a clean and safe work environment, and assist in helping Agora Downtown provide a friendly and clean atmosphere both inside and outside of the kitchen.

### **Baker Job Duties:**

- Follow recipes with precision and consistency
- Maintain high standards of quality by recognizing when an item does not meet that standard and taking appropriate action
- Monitor kitchen-specific and/or temperature-sensitive equipment to ensure food safety standards are met
- Educate customers by answering questions about ingredients/potential allergens in our baked goods
- Complete routine cleaning tasks
- Maintain good communication about ingredient supply and record when ingredients are low
- Various prep duties such as portioning condiments or replenishing dry/paper goods
- Delicate hand work, such as frosting a cake or icing a cookie
- Maintain safe and healthy work environment by following organization standards and sanitation regulations
- Accurately handle money transactions and operate the Point-of-Sale system in a friendly and courteous manner
- Maintain a sanitary work space by washing dishes frequently and keeping surfaces clean
- Maintain personal hygiene by wearing appropriate and clean attire, washing hands frequently, and complying with all food handler health code regulations
- Be able to maintain a friendly and polite composure regardless of the situation
- Immediately inform manager/owner of any operational inconsistencies, safety hazards, accidents, or anything else that might need attention
- Greeting customers as they come in and wishing them well as they leave
- Additional tasks may be assigned

### **Baker Skills and Qualifications:**

Listening, Self-Motivated, Ability to Multitask, Attention to Detail, Verbal Communication, Customer Focus, Customer Service, Basic Safety, People Skills, Action-Oriented, Organization, Selling to Customer Needs, Attendance, Customer Relationships, Time Management, Ability to take Constructive Criticism

### **Requirements and Physical demands:**

- Baking experience required (professional or hobby)
- Ability to lift 40 pounds
- Required to safely operate an oven and other high-temperature equipment
- Required to safely operate machinery
- Must be able to maintain positive company morale and professional attitude