

TITLE: Baker

SUMMARY: Under the direct supervision of the Food Service Manager, the Baker is responsible for producing high-quality baked goods, including bread, pastries, cakes, and other confections, while ensuring a clean and safe kitchen environment. The role involves following established recipes, maintaining ingredient inventory, and delivering baked products in a timely manner. This person shall have a passion for baking, attention to detail, and a commitment to exceptional production.

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

REPORTS TO: Food Services Manager

DIRECT REPORTS: n/a

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Prepares a variety of baked goods, including bread, pastries, cakes, cookies, and specialty items.
- B. Follows recipes and measures ingredients accurately to ensure consistency and quality.
- C. Operates and maintains bakery equipment, such as ovens, mixers, and proofers.
- D. Decorates, finishes, and portions baked items.
- E. Ensures timely production of bakery items for display and customer orders.
- F. Monitors the quality of raw ingredients and finished products.
- G. Conducts quality checks during baking and adjusts processes as necessary.
- H. Maintains high standards of hygiene and food safety in compliance with health regulations.
- I. Assists in ordering supplies and receiving deliveries.
- J. Properly stores ingredients to maintain freshness and prevent contamination.
- K. Assists customers with questions and special requests.
- L. Provides samples of bakery items and offers product recommendations.
- M. Collaborates with team members to fulfill large or special orders.
- N. Handles receiving and inventory management.
- O. Tracks ingredient inventory levels and reports shortages or issues to the Food Services Manager.
- P. Other duties as assigned*

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Knowledge of baking techniques, recipes, and food safety standards.
- B. Ability to work early morning shifts, weekends, and holidays.
- C. Ability to demonstrate strong attention to detail and precision in measuring and baking.
- D. Ability to work in a fast-paced environment and meet production deadlines.
- E. Ability to demonstrate excellent time management and organizational skills.
- F. Ability to demonstrate strong knife skills.
- G. Ability to demonstrate strong communication and teamwork abilities.

QUALIFICATIONS:

- A. High school diploma or equivalent, required.
- B. Food Safety Certification, required.
- C. At least (3) three years formal baking or pastry training, or equivalent experience, preferred.
- D. Proficiency in both English and Spanish, preferred.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands: The essential functions of the position may require **frequent** long periods of standing and sitting, repetitive use of both hands and finger dexterity in both hands to handle or feel, grasp, hold, and cut; see, talk, and hear; reach with hands and arms; and walk upstairs and inclines.

The employee is **occasionally** required to twist, stand, walk, climb or balance, stoop, kneel, crouch, or crawl. **Frequently** required to lift and/or carry up to 50 pounds. Specific vision abilities **frequently** required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to walk on unstable grounds and **occasionally** up to a mile within and around the camp/conference center.

Mental Demands: The essential functions of the position require the ability to read and write complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate activities, supervise and instruct others; follow instructions, influence others, meet time requirements, memorization, problem solving through use of independent judgment and decision-making skills.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, outside seasonal weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate. Work will entail the use of computer equipment. The

employee works alone, with others, around others, with verbal and face-to-face contact.

***The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center.** Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

Zephyr Point

Mission

Inviting all to experience God through education, exploration, & inspiration.

Vision

A center of excellence cultivating spiritual growth, recreation, and learning
in an inclusive environment of natural beauty, hospitality, and peace.

Values

Serving with love

Creating community

Caring for and learning from Creation

Engaging the mind, refreshing the body, nurturing the soul

Welcoming all people

Print Name _____ Date _____

Employee Signature _____

Executive Director Signature _____ Date _____