



Position: Pastry Chef

FLSA: Exempt

Reports to: Executive Chef

POSITION DESCRIPTION: The Pastry Chef is a direct link between the Executive Chef and the assigned production areas and outlets. The Pastry Chef's primary responsibilities are to ensure all communication, standards, policies and expectations are communicated to his/her team and then executed flawlessly. He/she will supervise the preparation and production of all breads, pastries and desserts by designing, producing and maintaining production and artistic presentations for all outlets. The Pastry Chef enables his/her team by ensuring equipment and sanitation standards are always met, supplies and inventories are available, expectations are communicated, recipes are current and followed, and training is on-going. The Pastry Chef is expected be a "hands-on" supervisor who leads his/her team by example.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

NOTE: Traditions Spirits, Inc. ® may change the requirements of this job description at any time. These include, but are not limited to the following:

- Designs bread, pastry, and dessert presentations by reviewing advance menus and specifications; consulting with Executive Chef; determining amount and type of breads, pastries, and desserts to be served; confirming special themes and/or décors to be followed.
- Provides breads, pastries, and desserts by producing traditional, ethnic, and artisan breads; creating puff pastry, croissants, and Danish pastries; baking cakes and tortes, pies, tarts, quick breads, doughnuts, and strudels; preparing cookies, petit fours, and pate a choux; developing creams, mousses, custards, fillings, and icings; making ice cream and sorbet; designing plated desserts and sauces; creating chocolate and confectionery works.
- Maintains safe, secure, and healthy food preparation environment by complying with company and regulatory requirements.
- Improves pastry results by analyzing production methods, records, and menu expenses; standardizing production recipes; promoting pastry staff interest in quality improvement; studying, evaluating, and re-designing processes; implementing changes.
- Maintains customer confidence and satisfaction by responding to their special requests; anticipating trends in bread, pastry, and dessert preferences; adjusting menus and preparation techniques.
- Maintains bread, pastry, and dessert equipment by following operating instructions; instructing staff in equipment use; overseeing equipment use.
- Review daily estimates for food consumption, requisitions, and supplies.
- Ensure proper portion controls are being adhered.
- Ensure that all Health and Safety practices are being followed in accordance with Traditions Spirits and Chickasaw Nation Division of Commerce Environmental Health and Safety regulations.
- Regulate temperature of ovens, broilers, grills and roasters.
- Inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices.
- Assist all bakers and cooks as needed.
- Measure and assemble ingredients and cook all items according to specific recipe and menu guidelines.
- Ensure all cooking lines are clean, sanitary and safe.
- Ensure that all stocking and restocking of items on the line are done according to specifications and will address immediately if they are not.
- Knowledgeable in peeling, dicing, shredding and slicing food products using electric equipment.
- Complete understanding of how all menu items are prepared, ingredients and cooking methods.
- Review work procedures and operational problems in order to determine ways to improve service, performance and/or safety.

- Does a periodic check through his/her shift. Address any concerns immediately.

OTHER DUTIES AND RESPONSIBILITIES:

NOTE: These include, but are not limited to the following (additional responsibilities may be assigned as necessary):

- Be observant to any and all safety concerns surrounding your work area.
- Ability to answer the phones in a professional manner as trained.
- Oversee all payroll issues and address any variance immediately with the Executive Chef and Director of Food and Beverage.
- Address any overages with regards to food cost. Must be addressed with the Executive Chef and Director of Food and Beverage immediately.
- Train all line cooks so they are able to run the kitchen operations in your absence.
- Development of all line staff.
- Ability to implement any and all new menu changes in the kitchen to line staff.
- Ensure all side stations are well maintained and stocked throughout each kitchen.
- Cleaning of all spills that may occur during your walk through of each outlet.
- Aware of any and all potentially hazardous conditions within the kitchens.
- Superior attendance and punctuality.
- Always wear a safety belt when lifting objects over 20 lbs.
- Always wear slip resistant shoes.
- Always wear an approved cutting glove while handling sharp knives or other sharp objects.
- Provide information to outlet managers, Executive Chef and Director of Food and Beverage.
- Administers any and all discipline to line staff.
- Fully aware of forecasted, budget and actual revenue numbers for each outlet.
- Updates job knowledge by participating in educational opportunities; reading professional publications; keeping abreast of pastry and dessert trends; maintaining personal networks; participating in professional organizations.

REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):

- Must be 21 years of age or older
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources
- Knowledge of economic and accounting principles and practices, banking, and the analysis and reporting of financial data
- Excellent oral and written communication skills
- Expert computer skills, ability to compose and create reports, letters, memos, and procedures
- Mature judgment and professionalism in handling all matters
- Required knowledge of administrative and clerical procedures and systems such as managing files and records and other office processes, procedures, and terminology
- Ability to read and understand information and ideas presented in writing
- Excellent math skills
- Excellent organization and problem-solving skills
- Knowledge of InfoGenesis software

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Reaches, bends, stoops, lifts, carries and pushes.
- Lifts and carries supplies, and cases, weighing up to 50 lbs
- Essential hand/eye coordination
- Work is normally performed in a typical interior restaurant/bar/casino work environment
- Noise level is moderate to high
- Moderate or high exposure to cigarette smoke when on property.
- Limited exposure to physical risk
- Moderate physical effort required

I have read the above position description and can perform the duties and responsibilities described.

Employee Signature

Date

Employee Name Printed