

**Job Title:** Bake Shop Co-Worker

**Department:** Food Service

**Reports to:** Bake Shop Supervisor

**Key Areas of Responsibility:**

- Assists with various bake shop operations in preparing all breakfast, lunch, and dinner baked goods as well as desserts.
- Progressively learn how to prepare Capon's baked goods.
- Gather and prepare baking materials.
- Assist with various baking assignments.
- Provides insight on the quantity, quality, and timeliness of all baked goods.
- Provides input about the bake shop inventory.
- Decorates cakes.
- Cuts and organizes baked goods for guest servings.
- Assists with washing of pots, pans, and kitchen utensils.
- Cleans gas oven, stove, and brick oven as needed.
- Assumes additional responsibilities as needed.

**Education:** High School Diploma or equivalent preferred.

**Experience:**

- Experience in baking or a related field is preferred.

**Training:**

- Vocational degree in a related field is a plus.
- StateFoodSafety Certification for WV.

**Knowledge and Characteristics:**

- Ability to organize and keep track of inventory.
- Ability to follow recipes and determine ingredients and quantity needed.

**Tools/Equipment Used:**

- Brick/Coal Oven
- Gas Stove/Oven
- Industrial Mixer
- Industrial Slicer
- Pots, Pans, Cooking Instruments and Utensils

**Terms of Employment:**

This is a seasonal position from mid-April to mid-November with spring cleaning typically beginning in early to mid-March. Normal bake shop schedule is early morning (5 am – 6 am) until early afternoon (2 pm – 3 pm). Days will vary but will include some weekend and holiday work during the season. This is an hourly position, full or part time. Work will be in a small, hot environment. Must be able to lift up to 30 lbs. with assistance. Rate of pay starts at \$13.00 per hour.

This job description is not intended to create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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