

**Job Title:** Bake Shop Supervisor

**Department:** Food Service

**Reports to:** Food & Beverage Manager

**Key Areas of Responsibility:**

- Supervises co-workers and oversees the operation of the bake shop.
- Organizes the process of making all of Capon's baked goods including breads, cakes, cookies, desserts, and dessert fillings, etc.
- Advises bake shop co-workers on the preparation and baking of all baked goods and delegates baking assignments.
- Maintains knowledge of guest and guest counts.
- Ensures the quality, quantity, and timeliness of all baked goods. Decides on the appropriate amount to prepare and ensures work task are completed timely.
- Ensures extra baked goods are made for individual guest needs (Guest orders, Prizes, Gift Shop)
- Trains co-workers in the bake shop on all baking operations at Capon.
- Creates and makes changes to schedule for bake shop co-workers. Assigns work tasks to compensate for absent co-workers.
- Ensures bake shop co-workers practice proper hygiene and food safety techniques.
- Creates new or specialty baked goods as needed.
- Ensures bake shop inventory and advises the Food & Beverage manager when supplies are needed.
- Assumes additional duties as needed.

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

**Experience:**

- Supervisory experience and the ability to oversee and delegate work assignments.
- Experience in the baking field.

**Training:**

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

**Knowledge and Characteristics:**

- Ability to maintain professional, courteous working relationships with co-workers and other department managers.
- 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 late April until mid-November with spring cleaning typically beginning in early to mid-March. Normal bake shop schedule is early morning (7 am – 8 am) until early afternoon (3 pm – 4 pm). Days will vary but will include some weekend and holiday work during the season. This is a full time, hourly position during the season and occasional hours during the off season. Work will be in a small, hot environment. Must be able to lift up to 30 lbs. with assistance. Rate of pay starts at \$15.00 per hour.

This job description is not intended to and does not 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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