Position Title: Pastry Chef
Department: Operations/Kitchen
Reports to: Executive Chef

Overview:
The.... Club is a small organization that operates under the concept of teamwork. *It is essential that this concept is clearly understood.* Each worker has specific responsibilities, as listed below, however at times; all workers will need to assist in other areas for the good of the organization.

Position Description:
The pastry chef is responsible for overseeing the entire production of baking, pastries, sweets, ice-creams, fillings and toppings, including their design, creation, execution and presentation.
The pastry chef is responsible for daily preparation of all baked goods and pastries for the a la carte, private dining, specialty orders, to go orders and is responsible for deciding the dessert menu and dessert specials along with the Executive Chef's input.

Essential Job Duties:

- Sets up, maintains and breaks down station according with the Club’s guidelines.
- Tastes all products produced to ensure quality.
- Notifies Executive Chef of all product shortages and equipment maintenance issues.
- Prepares and serves items in accordance with established portion and presentation standards.
- Maintains accurate counts on all food items prepared insuring no discrepancies in the amount of food needed versus amount of food prepared.
- Schedules production of all baked goods to maintain an inventory of fresh baked goods at all times.
- Cleans and maintains station while practicing exceptional safety, sanitation and organizational skills.
- Maintains a professional appearance at all times.
- Reports to work as scheduled in uniform and ready to be in position.
Maintains a professional relationship with colleagues.

**Required Skills, Knowledge and Abilities**

- Understanding of professional cooking.
- Understanding and knowledge of safety, sanitation and food handling procedures.
- Ability to take direction.
- Ability to work in a team environment.
- Ability to work calmly and effective under pressure.
- Problem solver self-motivated and organized.
- Commitment to quality service, food and beverage knowledge.
- Must be able to speak, read and understand cooking directions.
- Responsible for creating new deserts that will also pair well with existing food and wine menus.
- Responsible for managing the labor costs for his department; needs to determine how many staff members are needed for each shift and adjusting the numbers according to business demands and profitability.
- Ability to create and plan menu items with the highest quality ingredients while keeping costs within the budgetary restrictions. Pastry creation must factor both ingredient and labor costs in order to maximize profitability for the establishment.
- Ordering inventory for items included in the dessert menu along with any items featured in any other menus.
- Responsible for making sure that costs are kept within the budget set forth by the General Manager.

**VI. Supervises**

**Bakers, Pastry Department.**

**Contingency of Employment:**

- Copy of Culinary Certificate/diploma________ preferred_________
**Major Tasks/Primary Responsibilities:**

**IV. Job Tasks (Duties)**

1. Assists the Executive Chef with monthly inventories, pricing, cost controls, requisitioning and issuing for food production
2. Assists Executive Chef with supervision and training of employees, sanitation and safety, menu planning and related production activities
3. Consistently maintains standards of quality, cost, eye appeal and flavor of foods
4. Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment
5. Prepares reports and schedules, costs menus, and performs other administrative duties as assigned by the Executive Chef
6. Helps plan energy conservation procedures in the kitchen
7. Consults with dining service personnel during daily line-ups
8. Assists in maintaining security of kitchen including equipment food and supply inventories
9. Coordinates buffet presentations
10. Checks mise en place before service time and inspects presentation of dessert items to insure that quality standards are met
11. Reports all member/guest complaints to the Chef and assists in resolving complaints
12. Submits ideas for future goals, operational improvements, and personnel management to Executive Chef

**Schedule:**

Work schedule is posted each Monday for the following work week starting on Tuesday and ending on Monday. Changes in the work schedule may occur based on business demands. A ten minute uniform changing time is allowed. A thirty minute meal break is normal taken as directed by your supervisor. Note: Overtime is scheduled based on chef approval.

**Culinary Dress Code**

**WOMEN:**
- Shoes: Slip resistant black kitchen compatible shoe.
- Uniform: jacket, trousers, apron and cap supplied by house:
- Hair: Well groomed, controlled and properly restrained in accordance with health department regulations.
• Hand Jewelry: Wedding band permitted, all other hand jewelry not permitted.
• Earrings: Simple earrings allowed, should be no larger than a dime. No other visible body jewelry or piercings acceptable.
• Perfume (if worn): Subtle and non-pervasive.
• Tattoos: Visible tattoos are not permitted.
• Makeup and Nail Polish: Conservative and natural appearance.
• Personal Hygiene: Appropriate hygiene habits are required.

MEN:
• Shoes: Slip resistant black kitchen compatible shoe.
• Uniform: jacket, trousers, apron and cap supplied by house:
• Hair: Well groomed, controlled and properly restrained in accordance with health department regulations. No ponytails or tied back hair permitted
• Facial Hair: Daily clean shaven. Beards/Mustaches/Sideburns/Goatees/etc: Not permitted
• Hand Jewelry: Wedding band permitted, all other hand jewelry not permitted.
• Earrings/facial jewelry: Not permitted
• Cologne (if worn): Subtle and non-pervasive
• Tattoos: Visible tattoos are not permitted.
• Makeup and Nail Polish: Not permitted
• Personal Hygiene: Appropriate hygiene habits are required.

THE ….. CLUB POLICY CONCERNING PHYSICAL ALTERCATIONS and/or THEFT

All physical altercations and/or theft of Club property or co-workers property will result in immediate loss of employment.

THE …. CLUB POLICY CONCERNING ALCOHOL/DRUGS

The possession or consumption of alcoholic beverages while on duty is forbidden. It is also forbidden to report to work under the influence of alcohol, illegal controlled substance or having unauthorized possession, or taking, or the sale of illegal controlled substance while on the Argyle premises.
THE … CLUB POLICY CONCERNING
CELL PHONES, IPOD’S, ETC.

The use of, or site of, cell phones, IPOD’s, PDA’s or other devises are not permitted during the work shift. Devises may be used during approved work breaks in designed areas: time clock, outside lower alleyway and locker rooms.

THE … CLUB POLICY CONCERNING
EMPLOYEE LATENESS

Definition of excessive lateness: Clocking in more than 7 minutes late on two or more occasions per week.

If an employee consistently clocks-in to work late, his/her supervisor must counsel the employee on the importance of being on time and advise the employee of the following policy:

If the employee clocks in late (more than 7 minutes past his/her scheduled clock-in time), on more than one occasion per week within the next six months, he/she will receive a written warning. The written warning will serve as notice that should the employee continue in the same pattern of lateness, he/she will be suspended without pay for a period of three days.

Following the suspension, if the employee continues to be late on more than one occasion per week within the six months, he/she will be terminated for excessive lateness.

THE … CLUB POLICY CONCERNING
EMPLOYEE ABSENCE

Call –outs: A minimum of four hour notice is required, except in cases of extreme emergency. When necessary to call out, your supervisor is to be contacted, when this not possible, speak to any manager available and on duty. Do not leave messages on telephone answering machines. No call, no show will result in disciplinary action up to and including termination of employment.

If an employee calls out sick or requests a non-paid day off in excess of more than once per month, except where prohibited by law, he/she will receive a written warning. The written warning will serve as notice that should the employee continue in the same pattern of excessive absenteeism, he/she will be suspended without pay for a period of three days.

Following the suspension, if the employee continues in the same pattern of excessive absenteeism, he/she will be terminated for excessive lateness.
All employees must submit to Chef a written “non-paid day off” or vacation day request form two days prior to the date requested. The form will be returned as soon as possible either approved or disapproved. Under no circumstances will an employee be allowed to fill their shift themselves without management approval.

THE …. CLUB POLICY CONCERNING
LOCKER ROOM PROTOCOL

Locker #_______

- Locker assignment is based on seniority and availability.
- One locker per person.
- General housekeeping is expected by all individuals.
- Personal items placed inside the assigned locker.
- Trash placed in the appropriate receptacle.
- Soiled uniforms placed in the appropriate receptacle.
- Apply no markings to the lockers, doors, walls, etc.
- Individuals are responsibility for the locker interiors.
- Personal hygiene – all will appreciate good habits.
- Keep locker locked.
- Exterminating, as needed.

Please assist in keeping the locker room in its best possible condition for all to enjoy.

Compensation- $60,000+.
100% paid medical benefits.
401K matching contribution.
Two Weeks’ vacation pay/Holiday Pay/Sick Days.
Two paid bonuses every year- Summer and Christmas