

**Job Description\***

**Job Title** Baker

**Department** Food and Beverage

**Reports To** Executive Chef

**FLSA Status** non-exempt

**JOB SUMMARY**

Responsible for bakery production, quality of baked goods and safety of staff on scheduled shift. Ensure that all work is done efficiently according to casino standards. Assists Executive Chef/ Sous Chef as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Produce pastries and baked goods on a daily basis maintaining quality standards.
2. Ensure proper presentation of all baked goods and to provide maximum appeal and freshness
3. Maintain an exceptional production knowledge and attention to detail with decoration and taste quality
4. Identify the developmental needs of bakers, coach, mentor, or otherwise help them to improve their knowledge or skills
5. Minimize waste and maintain controls to attain forecasted food and labor costs
6. Assist in the recruitment, training and discipline of all Bakers
7. Organize baked goods production in a cost effective and hygienic manner
8. Constantly strive to improve operating procedures
9. Ensure food standards and presentations are maintained
10. Properly label and date all products to ensure safekeeping and sanitation
11. Ensure food quality is superior and takes action to correct any irregularities
12. Ensure kitchen equipment is properly maintained and functioning
13. Ensure that sanitation standards as set forth by management, local, state, and federal regulations are in compliance as well as the cleanliness and organization of the kitchen
14. Ensure proper procedures are adhered to while handling emergency situations
15. Conduct inventory on a regular basis to ensure proper par levels
16. Check the quantity and quality of received products
17. Inspect supplies, equipment, and work areas to ensure conformance to established standards
18. Perform other job-related duties as assigned

**QUALIFICATION REQUIREMENTS**

1. Must be at least 18 years of age.
2. High School diploma or GED equivalent preferred
3. Two (2) year certificate from an accredited culinary program or minimum 4 years’ experience in a large production bakery
4. Must maintain a valid WA State Health Card/Food Handlers permit
5. Experience with banquets preferred
6. Class II gaming license issued by the Washington State Gambling Commission and Class II gaming license issued by the Port Gamble S’Klallam Gaming Commission.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to fifty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 40 pounds of force, occasionally higher with assistance.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**TRAVEL REQUIREMENTS**

May be required for some positions

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*