

HOTEL TEATRO

Position: Pastry Cook	Department: Food & Beverage
Status: Non-Exempt	Reports to: Chef de Cuisine/Executive Sous Chef

Summary:

The Pastry Cooks responsibilities include preparing quality pastry items such as breakfast items, desserts, breads, ice creams, sorbets, creams, simple syrups, amenities, displays/centerpieces and special request items. Maintain high quality standards set forth by the Executive Culinary team and expectations of the guests.

Duties & Responsibilities

- Maintain complete knowledge of correct maintenance and use of equipment; use equipment and tools only as intended, properly and safely
- Maintain and strictly abide by state sanitation/health regulations and hotel requirements
- Meet with the Chef de Cuisine & Executive Sous Chef to review assignments, anticipated business levels, changes and other information pertinent to the job performance.
- Inspect the cleanliness and working conditions of all tools, equipment and supplies
- Check production schedule and par
- Establish priority items for the day
- Prepare all menu items following recipes and yield guides, according to departmental standards.
- Properly handles all guests' requests to completion.
- Ensure timeliness of food production and assists staff whenever necessary.
- Responsible for completing AM/PM prep sheets by checking stations and walk in coolers as part of nightly closing.
- Assists in proper rotation and utilization of all food and non-alcoholic beverage items.
- Communicates with staff regularly and informs every department of necessary information that will impact guest requests and satisfaction.
- Maintains professional appearance and conduct at all times as outlined in the employee handbook and Uniform and Dress Code Standards.
- Demonstrates working knowledge of safety and fire procedures.
- Assist in emergency and security procedures as directed by management and the established emergency plan.

Additional Job Duties:

- Completes tasks and projects delegated by management; assist other departments as business volumes and staff levels demand.
- Completes shift checklists and informs management if there is anything that time does not permit.
- Reports to work in a neatly groomed and acceptable manner as outlined in the employee handbook and departmental rules.
- Reports to shift on time.
- Enforces and complies with all policies and procedures for Hotel Teatro.

KNOWLEDGE, SKILLS AND ABILITIES NEEDED FOR POSITION: (specify whether required or preferred):

Area	Comments	Required:	Preferred:
Education:	High school diploma or equivalent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Work Experience:	1year related experience and/or training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Language Ability:	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Other:	Ability to read and accurately prepare recipes created by the executive culinary team to ensure consistency and quality of product.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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PHYSICAL REQUIREMENTS: How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 10 pounds	Occasionally
Walking	Frequently	Up to 25 pounds	Sometimes
Sitting	Sometimes	Up to 50 pounds	Sometimes
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Never	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching	Occasionally		
Crawling			
Talking or Hearing	Frequently		
Tasting or Smelling	Frequently		

SCHEDULING

Holidays/Weekends/Evenings: Must be available to work holidays, weekends and evenings on a regular basis.

I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job.

Associate Signature

Date

Manager Signature

Date

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