



## DESERT HIGHLANDS

### Job Description

**Job Title:** Pastry Cook  
**Reports To:** Pastry Chef/Executive Chef  
**Revised:** September 2013

**Department:** Food and Beverage  
**FLSA Status:** Non-Exempt

#### Primary Purpose:

To assist the Pastry Chef with preparation of all breads, pastries and desserts for daily Clubhouse operations and all special events as well to assist with banquets and al-cart prep and service.

#### Essential Functions:

1. Report to work in uniform at posted scheduled times.
2. Assist Pastry Chef with am production and pm production.
3. Review bakery needs for special events in conjunction with the Pastry and/or Executive Chef as they occur.
4. Assist the Pastry Chef with daily quality control checks.
5. Maintain a clean and organized working environment at all times.
6. Follow "clean as you work" policy; responsible for sanitation and cleanliness of station at all times.
7. Follow safety procedures for operating and cleaning all machinery at all times.
8. Check-in with supervisor at the beginning of shift for instructions.
9. Keep par stocks at proper levels. Increase or decrease productions as necessary.
10. Inform management of any problems concerning food quality production.
11. Inform supervisor of any items that were unfinished before service.
12. Properly store all food, which must be covered, dated and rotated on a daily basis to ensure proper portion control and quality.
13. Ensure the pastry station is ready to serve fifteen (15) minutes prior to service time.
14. Report all maintenance and or repair needs to Pastry, Sous, or Executive Chef.
15. Submit a list of all products and materials needed to accomplish daily Pastry Chef on a daily basis.
16. Assist with regular kitchen duties whenever possible, i.e., Prep work, line cook assistance, cleaning and organizing kitchen.
17. Must be able to use the following kitchen equipment: large capacity mixer, ice cream machine, convection oven, pizza oven, proofer, ber mixer, robo coupe or other food processor, 10 gallon steam kettle and steam cabinet.
18. Be prepared to help in other areas of kitchen during slow periods or whenever necessary.
19. Maintain high standards of quality appearance for all food prepared and served.

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| 20. Wear clean uniform at all times.                                                                                                                                                                                                      |
| 21. Attend all kitchen employee meetings.                                                                                                                                                                                                 |
| 22. Clean entire station, including all reach-ins and shelves at the end of the shift.                                                                                                                                                    |
| 23. Keep walk-in organized at all times.                                                                                                                                                                                                  |
| 24. Be able to change from accustomed shift to meet business demands.                                                                                                                                                                     |
| 25. Must be able to work weekends, holidays and overtime as needed.                                                                                                                                                                       |
| 26. Perform other duties as assigned.                                                                                                                                                                                                     |
| 27. At the end of the shift, clean entire station, including reach-ins, shelves and steam table. All unnecessary food must be returned to walk-in on proper shelf, all inserts clean and everything restocked. Check-out with supervisor. |

*Required Qualifications:*

- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal as well as written and oral communication skills.
- Reliable and predictable attendance.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

**Physical Demands & Work Environment:**

- Position is in busy, non-smoking clubhouse/restaurant and separate kitchen in a private residential community in N. Scottsdale.
- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, crawl, and walk.
- Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
- The employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, and extreme heat.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

This job description serves as a general overview of the job duties that this position requires. I acknowledge all of the duties that my job entails and that I may be assigned others at the discretion of the Desert Highlands Management. I do understand that although these are my direct responsibilities, I am a team player and will help others.

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Employee Printed Name

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Employee Signature

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Date