



Job Title:

# Lead Baker

**Job Summary:** As Lead Baker, you will be in charge of preparing, producing and baking all bread and pastries. You must be well-versed in traditional bread and pastry techniques, and be able to efficiently and effectively follow established recipes. Your experience and creativity will be called upon to develop new recipes for seasonal/featured menu items. You will manage kitchen operations and work with part-time staff to meet daily and weekly production targets. You will also be responsible for ensuring that recipe standards are adhered to, and that cleanliness and sanitation standards are maintained.

## Responsibilities:

You will be responsible for performing the following tasks to the highest standards:

- Ensure that recipes and standards are followed, food costs are controlled, and required quantity of each menu item is prepared based on the established production schedule
- Help to plan and implement seasonal/featured menu items - prepare and test new globally-inspired recipes, and demonstrate creativity in their presentation
- Monitor and control the maintenance and cleanliness of the kitchen, equipment and all storage areas by following proper sanitation procedures and demonstrating compliance with safe food handling and storage as required by federal, state, local and company rules and regulations
- Stock, maintain, organize and ensure proper storage, rotation, labeling and refrigeration of an adequate supply of all prepared product
- Consistently demonstrate responsibility, team work, strong work-ethic and professionalism - report to work on time, treat customers and teammates with respect, promote personal hygiene by following proper sanitation methods and appropriate dress standards, and always present a neat, clean appearance
- Report directly to owner – actively participate in daily team huddles. Communicate and make recommendations to resolve issues that arise with inventory or production. Assist in managing food and operating costs, including minimization of waste. Assist in completing all opening, closing and other procedural checklists including supply requisitions. Assist in the development and training of new employees
- May be required to 'float' to front counter sales
- Perform other duties as assigned

## Skills:

- Demonstrated knowledge of pastry doughs (e.g puff pastry, croissant), batters, yeast breads, breakfast pastries
- Basic knowledge of food service terminology, including measurements for dry, liquid, metric
- Demonstrated creativity and innovation

- Demonstrated strong organizational and time management skills
- Demonstrated knowledge of workload efficiencies and ability to manage production targets
- Good communication skills, written and verbal. Must be able to communicate with a diverse team
- Demonstrated ability to work well under pressure while multi-tasking

### **Education, Certification, Work Experience:**

- Minimum one (1) year experience baking/pastry working in mid-sized bakery or restaurant. A minimum of three (3) years' experience demonstrating required skills in another environment may offset the bakery/restaurant experience requirement
- ServSafe certification required
- Knowledge of employee relations, ethics, food sanitation, safety, food and labor laws, housekeeping procedures and food service techniques
- Knowledge of basic supervision and the ability to supervise the work of others
- Culinary degree with concentration in Artisan Bread Baking or Pastry Arts is preferred

### **Physical Requirements:**

- Comfortable standing, lifting and bending for duration of an 8-hour shift
- Should be able to lift and carry heavy bags of flour and other ingredients, which may weigh up to fifty (50) pounds

### **Benefits:**

- Coco Café operating hours will be Tuesday-Saturday from 7am-2pm
- Flexibility in working times with a consistent schedule and a friendly workplace
- Meals/drinks daily
- Pay commensurate with your experience
- Scaled hours of paid vacation, starting after 180 days on the job
- Tuition Assistance available after 180 days on the job
- Revenue-sharing opportunity available after 365 days on the job

**About Coco Café:** Scheduled to open in Fall 2022, Coco Café is a globally-inspired bakery and coffeehouse located in Hinckley, Ohio. We are proud to offer residents of Hinckley and surrounding communities a space to gather and enjoy expertly crafted pastries, bread and coffee. Our kitchen will be visible to customers, thereby engaging them in the baking process. All menu items will be freshly made in-house or by local cottage vendors, and will be inspired by flavors and techniques perfected in different regions of the world.

We are seeking professional, collaborative and innovative employees who are energized by helping our communities and our team thrive. If you're ready to join a start-up with immense potential for personal and professional growth, please apply today!