



Job Description: **Assistant Pastry Chef**

Position: Assistant Pastry Chef

Reports To: Pastry Chef, Owners, Blue Mango Executive Team

Classification: Hourly, Non-Exempt

Our Mission

To delight every guest with remarkable dining and hospitality experiences that keep them returning

Our Core Values

Authenticity - Enthusiasm - Respect

Summary of Position:

The Assistant Pastry Chef will support the Pastry Chef in day-to-day pastry operations. Responsibilities include assisting in pastry production according to recipes, ensuring quality, and managing production in the absence of the Pastry Chef. This role requires hands-on work with a small team and adherence to deadlines for timely delivery of baked goods. Leadership skills to oversee 1-3 employees are essential. The ideal candidate will be dedicated and skilled in pastry making.

Schedule

Full-time, 30-40 hours per week, hourly, non-exempt position. This position must be able to work Monday-Friday to start, with the potential to shift to a Sunday-Thursday schedule.

Primary Duties and Responsibilities:

- Assist pastry chef in day-to-day operation and be the point of contact in their absence
- Assist in preparing a variety of baked goods (desserts, sweet/savory pastries, breads) for multiple locations according to restaurant logistics and plating requirements
- Ability to operate standard kitchen equipment, such as mixers, ovens, and pastry tools
- Support in recipe creation and ordering ingredients
- Accurately measure, weigh, mix, shape, and mold dough as directed
- Work in a team environment with a high degree of professionalism while handling multiple priorities to produce efficient service
- Package and present pastries for delivery, considering longevity and appeal
- Maintain cleanliness and organization in the workspace, ensuring kitchen equipment is clean and operational
- Support in ensuring timely preparation and service of all desserts
- Keep food cost management in mind by tracking ingredient usage
- Help with recording and costing out recipes as required
- Adhere to standard portion sizes, cooking methods, and quality standards
- Inspect equipment and report any issues affecting baking quality to the Pastry Chef
- Support in supervising and training pastry/baking associates as directed
- Participate in hiring processes, performance reviews, and disciplinary actions as needed



- Complete additional tasks and responsibilities assigned by the Pastry Chef or management.

Required Skills/Abilities:

- Exceptional organizational and prioritization skills
- Must be able to take directions without hesitation, but is also comfortable with autonomy
- Must have the ability to take action without being prompted to do so and encourage others around you to become self-starters as well
- Punctual, reliable and a willingness to learn, while treating others with respect and honesty
- Skilled in using commercial ovens with a deep understanding of temperature needs for different baked items
- Demonstrated ability to work fast and efficiently without compromising on the quality of preparation and end product
- Must be able to read and understand recipes
- Forward-thinking approach, constantly anticipating needs and staying one step ahead in all preparations
- Solid grasp of professional cooking techniques and baking methods and procedures
- Understanding and knowledge of safety, sanitation practices and food handling procedures
- Strong attention to detail and high standards of excellence
- Proactive, driven, and motivated with a strong sense of urgency to deliver results
- Positive demeanor and excellent verbal and written communication skills
- High level of integrity, consistently maintaining accountability in all that you do

Physical Requirements:

- High level of stamina to work on feet for extended periods (be able to work in a standing position for long periods of time up to 8 hours)
- Must be able to occasionally lift, balance, and move food product and items weighing up to 50 pounds
- Must be able to perform in a fast paced, busy environment with attention to detail

Education and Experience:

- At least 2 years of proven experience working in pastry at a bakery or other food production (restaurant, cafe, hotel, catering) environment
- Must have or be able to attain a valid California Food Handlers card
- Must have or be able to attain a valid Supervisory California Sexual Harassment Prevention Certificate

Preferred Qualifications:

- Experience in a supervisory or management capacity with a minimum of one employee working under you is highly preferred
- Degree in Culinary Arts, Pastry & Baking is preferred
- Flexible working hours, including weekends, evenings and holidays, when necessary
- Genuine passion for culinary excellence and dedication to creating exceptional food experiences



- Knowledge of Microsoft Office applications, particularly Excel and Word or G-Suite applications, particularly Google Docs and Sheets is a plus

Disclaimer: *This description includes essential functions. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with California law and the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. We are an equal opportunity employer. We are committed to creating an inclusive and welcoming workplace for all. We welcome applicants from a wide variety of identities, ideas, perspectives and experiences and encourage people from underrepresented backgrounds to apply. Cafe Fiero offers reasonable accommodations to job applicants with disabilities.*

I, _____ **acknowledge that I have thoroughly read & understand my job description, essential functions, and responsibilities as an ASSISTANT PASTRY CHEF at Cafe Fiero.**

Sign: _____ **Print:** _____

Date: _____