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**CMK BAKERY LIMITED**

**(A FRANCHISEE OF JUICI BEEF LIMITED)**

**JOB SPECIFICATION AND DESCRIPTION**

**POSITION TITLE** : Baker

**REPORTS DIRECTLY TO** : Store Manager

**DEPARTMENT** : Branch Operations

**ISSUE DATE** : January 2022

**NATURE AND SCOPE OF FUNCTIONS**

To prepare and bake products at the highest quality and in accordance with the established baking standards of the company.

**ORGANIZATIONAL RELATIONSHIPS**

Direct supervision given to : None

Liaise internally : Servers/Counter Clerks, Cashiers, Drivers

Liaise externally : None

**EDUCATIONAL REQUIREMENTS AND/OR EXPERIENCE**

* School leaving certificate in baking or its equivalent qualification.
* Training in food preparation by HEART/NSTA Trust or any other vocational training institution.
* At least two (2) years’ experience in a similar role in the Food Service industry.

**SKILLS AND OTHER ATTRIBUTES REQUIRED**

* Knowledge and experience operating industrial ovens and other relevant machinery.
* Excellent human relations and customer relations skills.
* Excellent motivational and interpersonal skills.
* High level of confidentiality, reliability, flexibility and responsibility.
* Ability to communicate effectively both oral and written.
* Adequate knowledge of yeast products.
* The ability to function under pressure, a strong sense of loyalty, honesty, integrity and punctuality.
* Knowledge of food safety and hygiene requirements as laid down by law.
* Valid Food Handler’s permit.
* Highly meticulous.
* Excellent time management skills.

**Major Responsibilities:**

* + - 1. **Operating and care of machinery**

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**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN**:

1. The operating and care of all machinery (dough mixer, dough machine etc) is done according to the manufacturers specification.
   * + 1. **Preparation of products including baking, cutting and cooking**

**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN:**

* + - * 1. The golden standard for each product is followed on a daily basis.
  1. The dough is cut and beat according to the Standard Operating Procedure.
  2. Dough is brushed and buttered according to the Standard Operating Procedure.
  3. All ingredients are weighed and measured, according to JBL specifications and all recipes and working procedures are followed.
  4. Ovens are turned on and are set to specified temperatures for items to be baked.
  5. All items are observed for colour, texture and appearance to ensure quality and the accuracy of recipes.
  6. All items are in conformance with quality standards established by JBL.

**3.** **To ensure proper storage of all baked products**

**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN:**

* + - 1. All baked items are covered/wrapped and placed on trolleys/trays and is stored appropriately, after preparing, at the required temperature.
      2. Items are checked daily for quality and expiry date and are rotated to ensure FIFO system of storage.

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* + - 1. All items are properly handled, stored and refrigerated daily, as set out in the standard operating procedure.

1. **To ensure that all workstations and equipment used are properly cleaned, sanitized and maintained.**

**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN:**

* + - * 1. A clean work station is maintained and tables are cleaned and sanitized daily.
        2. Used equipment is placed in the wash up area immediately after use for cleaning.
        3. Spills are cleaned up immediately.
        4. Necessary precautions are taken in the use of ovens etc. ensuring that all ovens and burners are properly turned off at the end of the shift.
        5. All kitchen equipment is monitored and any malfunctioning items are reported to the Manager/Supervisor immediately.

1. **To provide assistance in other areas in the preparation, production and/or assembly of items, as required.**

**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN**:

Established standards are followed for baking, chilling, wrapping, dating and assembly.

**6. To adhere to all quality, safety and security standards and procedures.**

**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN**:

1. All safety precautions are adhered to as specified by the relevant safety boards.
2. All standards of personal hygiene established by the Company are adhered to uniforms, hair coverings, jewelry, hand washing, etc.
3. All foods are properly handled, stored and refrigerated.

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1. All equipment is handled with care and according to manufacturers’ specifications.
2. All food safety policy and procedures are adhered to at all times.
3. All security policy and procedures are adhered to at all times.
4. **PHYSICAL REQUIREMENTS**

Must be able to work standing for extended periods

Must be able to remain calm when under pressure

Must be able to lift items up to 50 pounds

Must be able to stoop and bend regularly

1. **To perform any other related duties as directed by the Manager/Supervisor.**

**SATISFACTORY PERFORMANCE WILL HAVE BEEN ATTAINED WHEN:**

* + - 1. All assignments are carried out to agreed standards.

**I understand that the above functions will be reviewed and modified from time to time as the position evolves.**

**JOB DESCRIPTION AND PERFORMANCE STANDARDS AGREED BY**:

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**Job Holder Manager**

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**Date Date**

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