



*Carolina Country Club*

## **JOB DESCRIPTION**

**DEPARTMENT: Kitchen-11-1**

**FSLA STATUS: Non-exempt**

**JOB TITLE: Pastry Cook**

**SUPERVISES: None**

**REPORTS TO: Pastry Chef, Executive Chef**

### **Job Summary:**

The Pastry Cook is responsible under the direction of the Pastry Chef for preparing quality baking & pastry items for all Club restaurants, banquets, parties and special events. Must have sufficient baking & pastry skills and operations and be able to prepare for all food outlets. Be able to read, understand and execute banquet event orders and written directions. Shows interest in participating in menu planning for dessert items. This individual will embody the Carolina Country Platinum Service Absolutes.

### **Job Functions include:**

- Quality preparation and production of baking and pastry items such as breakfast items, desserts, cakes, pies, breads, ice creams, sorbets, creams, simple syrups, amenities, confections, displays/centerpieces and special ala carte requested items.
- Focus on taste, variety, quality and appearance of all baking & pastry items.
- Assist in maintaining bakery case with fresh, innovative, artistic and quality dessert and bread selections.
- Performs daily routine tasks as outlined either verbally or written via check lists, banquet event orders or as directed by the Pastry Chef and/or Executive Chef.
- Assist Pastry Chef with designs setup and decorates dessert buffet presentations as needed with an emphasis of quality and appearance.
- Maintains a clean, sanitary, safe and organized work area, keeping all equipment clean and in good working conditions meeting OSHA standards and regulations.
- Properly stores and labels all food products both in production and items received from deliveries while maintaining clean and organized dry store rooms, refrigerators, walk-in in coolers and common areas as regulated by USDA.
- Properly breakdown work stations and cleans the pastry & baking area at the end of every shift.
- Works and maintains a professional, clean and well groomed appearance, following uniform policies.
- Must be attentive and adhere to the Pastry Department work schedule and be punctual and follow the Club Attendance policies and procedures when reporting a tardiness or absence.
- Works with a positive attitude and speaks with others using clear and professional language and promote an environment of teamwork.
- Stays alert and promptly documents & reports accidents & injuries according to Club policies.



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- Reports maintenance issues, suspicious activity and unsafe work conditions to management.
- Performs other appropriate duties requested by the Pastry Chef and/or Executive Chef.
- Completes required CLI courses in a timely manner and participates regularly in Member Name Game.
- Is responsible for knowing CCC Employee Policies and working by the CCC Mission Statement
- Attends departmental staff meetings as scheduled.

**Working Conditions, Physical Functions and Abilities:**

The physical demands of work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Equitable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical & Personal Requirements:

- Sufficient knowledge and skill in all areas of the Baking & Pastry arts.
- Ability to stand, walk, climb stairs, balance, stoop, kneel, crouch 8 hours or more per day. Must be able to reach with hands and arms.
- Must be able to work in a mentally and physically stressful environment and be able to multi task and accept constructive feedback and in the event of a member complaint, take accountability and take any necessary action to correct the issue.
- Must be able to work in a high temperature work environment for a length of time.
- Capable of lifting up to fifty (50) pounds or more.
- Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be fully met.
- Sufficient manual dexterity to operate a fire extinguisher and to use kitchen equipment, including blenders, mixers, ice machines, dishwashers, slicers, knives and any other kitchen utensil or equipment.
- Ability to read, write, speak and understand English.
- Ability to work in a team environment with sound mental and physical health ability to get along well with others.

Working Conditions:

- Subject to moderate physical and emotional stress associated with kitchen and food service. Performance of job tasks will involve exposure to cleaning chemicals requiring precautions. Must be able to work a flexible schedule including weekends and holidays.

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**I acknowledge receipt of the above job description for the Pastry Cook.**

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**Employee Signature & Date**

**Print Name**