



Handbook Policies

At Good Seed Coffee's "Rewards of Life" Bake Shop, we practice excellence in these key areas: **Host-Craft-Business**. We are warm and accommodating hosts producing creative quality craft while implementing sustainable business practices.

Head Baker Duties & Responsibilities

Our friendly, energetic head baker demonstrates initiative and judgment and:

- ❖ Uses weights and measures to adjust ingredients in standardized recipes
- ❖ Maintains par and production records to prevent waste and protect sustainability of business
- ❖ Is able to complete duties on schedule and within time budget. No overtime authorized.
- ❖ Estimates baking needs for manager to have timely delivery of ingredients & supplies within budget
- ❖ Exercises quality control so products are consistent and of high quality
- ❖ Able to train relief baker on large scale baking, sanitation standards, and other bake duties
- ❖ Able to develop and test recipes and plan seasonal bake shop product menu
- ❖ Able to recommend equipment purchases
- ❖ Ensures Bake Shop is clean, safe, organized and compliant:
 - Cleanliness and sanitation of bakery equipment, utensils, bakeware and work area
 - Safe work environment, teaching and enforcing safety regulations
 - Organized and clean work stations, includes refrigerator/freezer, bins, and restocking
 - Compliant bake and equipment practices with proper health and sanitation standards.

Responsible for making sure bake shop meets federal, state, and local safety and health regulations

Head Baker Requirements

- ❖ Ability to work quickly and efficiently
- ❖ Open availability, including weekends and holidays.
- ❖ US work eligibility and unexpired California Food Handler card
- ❖ Must have good communication skills and the ability to accept constructive criticism
- ❖ Must be responsible, responsive, reliable, flexible, and respectful
- ❖ Must be in good physical condition and able to safely lift and carry weight up to 50 pounds

Supplemental

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I, _____, understand the Good Seed Coffee Boutique, Inc policies and have read the complete Employee Handbook. Sign: _____ Date: _____