



**Job Title:** Baker

**Supervisor:** Cafe General Manager

**Date:** September 9, 2022

**Department:** Social Enterprises

**FLSA Status:** Non-Exempt, Full Time

**Hourly Rate:** \$22.00/hr

Bilingual differential \$.58 cents /hr

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. [www.restorativepartners.org](http://www.restorativepartners.org).

### Job Overview

The Baker reports to the Cafe General Manager and is a part of the Social Enterprises Department. Responsible for all baking functions including food ordering, preparation and maintenance of quality standards, sanitation and cleanliness, training of employees in methods of baking, preparation, plate presentation, portion, cost control, and sanitation and cleanliness.

### Essential Duties & Responsibilities

- Monitor sanitation practices to ensure that employees follow standards and regulations.
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas.
- Check the quality of raw or cooked food products to ensure that standards are met.
- Check and maintain proper food holding and refrigeration temperature control points.
- Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures.
- Work with the General Manager to plan and price menu items, establish portion sizes, and prepare standard recipe cards for all new menu items.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Inspect supplies, equipment, or work areas to ensure conformance to established standards.
- Ensure that all products are ordered according to predetermined product specifications and received in correct unit count and condition.
- Ensure that deliveries are performed in accordance with the restaurant's receiving policies and procedures.
- Determine production schedules and staff requirements necessary to ensure timely delivery of services.
- Check the quantity and quality of received products.
- Determine how food should be presented and create decorative food displays.
- Prepare and bake goods of all types, either on a regular basis or for special guests or functions.
- Assist General Manager and Kitchen Supervisor in providing orientation of company and cafe rules, policies and procedures to new employees.
- Collaborate with the General Manager and Culinary Education Workforce Specialist to plan/develop recipes or menus, considering such factors as seasonal availability of ingredients or the likely number of guests.
- Demonstrate new cooking techniques or equipment to staff and/or students as needed.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following preventative maintenance procedures.

- Assist the General Manager with all required paperwork, including forms and reports in an organized and timely manner.
- Follow a daily task list to ensure daily assigned duties are performed and met.
- Attend all scheduled employee meetings and offer suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

### **Knowledge, Skills, Talents, & Abilities**

- Knowledge of sanitation and safe food handling procedures.
- For health and sanitation reasons, must have good grooming and personal cleanliness.
- Must be able to engage in moderate physical activity requiring lifting and carrying of up to 50 pounds, bending, stooping, walking and standing. Must be able to follow written and oral instructions.
- Demonstrated ability to work with people of multicultural, low-income, and justice involved backgrounds.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of Restorative Partners.

### **Education and/or Experience**

- High school diploma/GED
- Minimum 2 years previous baker experience

### **Requirements**

- Valid Driver's License and Insurance
- Must perform a background check
- Must agree to Mandatory Vaccination Policy
- Attend required agency trainings

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 50 pounds.*

### **Work Environment**

*This position operates in a kitchen work environment and may include operating with and/or around: ice machines, blenders, stoves, ovens, food warmers, mixers, coffee grinders, dishwashers, food slicers, grills, microwaves, scales, kitchen or food thermometers, cash registers, Point-of-sales terminals, POS software and workstations, and credit card processing machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*

### **Benefits**

Vacation  
Sick Time  
11 Paid Holidays

Medical Insurance  
Dental Insurance  
Vision Insurance  
Phone and Internet Stipend  
Mileage Reimbursement  
Retirement Plan (CalSavers)