

Title	Baker	Location	North Slope	FLSA Status	Non-exempt
Reports to	Head Cook	Point of Hire	Anchorage	Starting Pay	DOE
Schedule	3 on 3 off	State	Alaska	Type of position	FT/Seasonal

JOB SUMMARY

This position assists with the preparation, production, and presentation of a variety of foods, direction/training of food service personnel, and with other associated food service activities as well as produces a wide variety of scratch bakery goods. Works under direction of the Head Cook performing in accordance with AC&SS mission, vision, and values as well as departmental policies, practices, and procedure. Must pass pre-employment drug test, criminal background check and post-offer physical assessment.

May be designated as a Grill Cook, Breakfast Cook, Dinner Cook, Night Cook, Relief Cook, etc. depending on assigned shift.

REQUIRED QUALIFICATIONS

- Three years experience in quantity baking (from scratch) and quantity food production
- Current ServSafe certification
- State of Alaska Food Worker Card (<http://dec.state.ak.us/eh/fss/>)
- Able to proficiently speak, read, understand, and write English

DESIRED QUALIFICATIONS

- High school diploma or equivalent
- Two to three years of supervisory experience
- Culinary training from an accredited culinary institute, or management experience in high volume institutional type operations
- Previous remote site, hotel, casino, buffet or volume and scratch baking experience
- Certified Professional Food Manager
- Proficient in Microsoft Office (specifically Word, Excel, and Outlook)
- Experience with an electronic ordering system

ESSENTIAL FUNCTIONS

- Prepares and produces a wide variety of bakery products in a general food service area.
- Completes pastry preparations including mixing, baking, and frying as is needed.
- Performs all main line food production duties with specific items determined by assigned shift.
- Reviews the needs of the day with assigned supervisor(s), completes production sheets, reviews and verifies supply needs and availability.
- Assists assigned supervisors with menu and recipe development. Is responsible for quantity and quality control in food production as well as overall sanitation of assigned areas.
- Assists in the supervision and training of food service personnel. Arranges for kitchen helpers/assistants to complete smaller item preparation.
- Verifies and oversees food serving lines, areas, etc., making sure they are properly stocked, set up, and cleaned.
- Using a working knowledge of all general food service area positions this position “fills in” for any one of these positions at a moment’s notice.

- Observes and instructs others on the proper rotation procedures to be followed for produce and dairy products.
- Maintains food production equipment and storage areas following proper sanitation, safety, and operational procedures.
- May orientate and oversee training of new crew members. May assist cooks, kitchen helpers, at any given time. Other related duties may also be assigned.
- May also be designated as a Supervisor for certain shifts wherein additional supervisory duties are assumed
- Establish and maintain good customer relations through courteous daily contact and quality professional service
- resolve minor maintenance or client emergencies as they occur or take steps to permanently address them per contractual obligations
- Perform others duties as required.

WORKING ENVIRONMENT

The employee will be required to live and work in a remote and confined workspace for extended periods of time and exposure to work assignments consisting of rotating shifts up to six weeks on/two weeks off schedule and 12 hour days for a minimum of 14 days straight and able to work day or night shifts as required. The majority of the work is performed in a remote setting with a wide variety of people in differing functions, personalities and abilities. Must be able to travel in all means of air and ground transportation commonly used in remote Alaska. Exposure to cleaning chemicals and solutions

PHYSICAL DEMANDS

The employee's work requires routine walking, standing, bending and carrying items weighing up to 50 pounds. There is a lack of immediate access to critical medical services as well as urban community services.

SAFETY

Adhere to safety policies, practices and procedures. Maintains liaison with safety personnel on various safety policies, practices and procedures to assure information exchange, mutual assistance and an enhanced positive safety culture. Instructs, provides guidance and training to assigned staff regarding safety policies, practices and procedures, utilizing proactive methods. Enforce penalties for infractions of safety policies, practices and procedures. Actively participates in behavior and commitment based safety program and supports safety goals by planning, implementing, and coordinating policies, practices and procedures to reduce or eliminate occupational injuries, illnesses, deaths, and property damage. Coordinates safety activities of assigned staff and conducts multiple safety meetings to ensure daily operations are in compliance with company and client safety requirements. Disseminates information to assigned staff, other housekeeping and departmental locations regarding workplace hazards and or other safety information. Monitors, records and provides documentation on safety related issues in the workplace. Identifies, appraises, resolves, and / or appropriately reports conditions which could produce injuries, illnesses, and property damage. May assist in investigation of accidents or incidents.