

REPORTS TO:

Executive Chef

SCOPE OF POSITION:

The Pastry Chef is responsible for overseeing the Pastry Department at the Kickapoo Lucky Eagle Casino. The Pastry Chef demonstrates strong leadership qualities with attention to detail in elevating and sustaining a competitive edge. The Chef is accountable for the quality and consistency of all pastry products produced and served including the efficiencies, consistency, associate training and accountability of costs associated with the pastry department. The Pastry Chef works directly with the Executive Chef on the creation, development and implementation of new desserts and creative menu developments of all Casino restaurants.

DUTIES AND RESPONSIBILITIES:

The following are examples only and are not intended to be all inclusive or restrictive; other duties may be assigned as necessary.

- Demonstrates hands on approach to all bakery products produced in the Pastry Department insuring quality, presentation and consistency standards meet company standards.
- Assist with the development of standardized recipes for all menu items. Ensures that recipes are accurate and updated as needed
- Ensures that all food products prepared meet the established specifications and standards.
- Ensures proper levels of bakery and pastry items are prepared based on forecasted needs and their prompt delivery to the designated outlet for guest consumption.
- With a “Hands on Approach” assigns tasks effectively for the efficient use of allocated labor ensuring maximum results are achieved and daily production needs have been met in a timely, organized and efficient manner.
- Responsible for complete set up, cleanliness and organization of the Pastry Department and bakery areas at all kitchen locations.
- Seeks to maintain knowledge of industry trends in the world of pastry and baking.
- Bake fresh pastries, desserts and breads for all Casino outlets.
- The Pastry Chef must act as a Manager, team leader and motivator for the Pasty Department working closely with and maintaining good relation with all culinary team members and other departments.
- Recommends measures to improve production/service methods, equipment performance,

scheduling, quality control, and suggest changes in working conditions and use of equipment to increase efficiency and safety of the food service operations

- Communicates variances from standards and expectations to the Executive Chef, Sous Chefs, Lead Cooks, Cooks, Buffet Attendants and utility staff. Maintains awareness of all changes and conveys the correct information to the next shift.
- Ensures that a sanitary, neat, clean, organized, safe, comfortable environment for employees and guests is maintained at all times.
- Reviews menu items and makes changes as necessary. Utilizes leftovers whenever possible.
- Ensures that kitchen equipment is clean and in working order, reports and prepares work orders for required repairs. Ensures that all equipment is handled safely and with reasonable care.
- Creates recipe cards for all menu items and trains Bakers using recipe cards.
- Assists the Executive Chef with annual budget process and makes recommendations with regards to the Bakery Department.
- Facilitates all health, safety, sanitary rules, regulations and standards according to health department and risk management are enforced and followed correctly.
- Attends all meetings and /or trainings sessions as required.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily.

- Must be at least 18 years of age.
- Fully competent in all aspects of baking and pastry
- Ability to define a problem, collect data, establish facts and form conclusions. Ability to understand complex instructions and material. Ability to mentally process abstract ideas while delivering results.
- Ability to be present at work for assigned schedule including, nights, weekends, holidays and extended hours when required.
- Ability to handle multiple tasks and works well in environment with time constraints.

SUPERVISORY RESPONSIBILITIES:

Supervises day-to-day activities; provides a “Hands On” approach to training, planning, assigning and delegating work. Encourages elevated performance, leads by example, and disciplines employees for the purpose of improving the Pastry Departments standards of excellence.

ESSENTIAL COMPETENCIES

- Critical thinking - Evaluates arguments or propositions; makes judgments that seek constructive resolution in the interests of the operations. The Pastry Chef is able to make responsible decisions with ownership and accountability.
- Results oriented - Organizes and carry out courses of action to manage likely situations. Makes things happen and achieves practical results. Makes sacrifices and works well for big returns.
- Problem solving - Recognizes challenges and suggests resolutions with a plan of action. Manages progress and revises plan as needed.
- Setting goals and measuring performance - Understands work requirements and improves levels of competence. Sets goals and considers strategies to select those that balance progress toward goals against unwanted costs. As the task evolves monitors and measures the accumulating effects of the situation. Uses performance measures to improve work processes.
- Managing Human Resources - Assesses knowledge and skills and distributes work accordingly, evaluates performance and provides comments with constructive feedback. Assesses needs and obtains training resources for workplace learning activities.
- Career counseling - Mentors subordinates so they achieve realistic personal job growth. This includes the planning of activities to help place subordinates in appropriate positions. Utilizes the “Hands On” approach with one-on-one coaching to achieve obtainable results.
- Exercises leadership - Communicates thoughts, feelings and ideas in a professional manner. Encourages, trains and coaches others to maintain high standards by leading by example and demonstrating a team approach. Uses an appropriate leadership style for different situations. Establishes credibility through competency and integrity.

EDUCATION AND EXPERIENCE:

- High school Diploma or GED required. Associate's degree (A. A.) or equivalent from two-year college or technical school or combination of education and experience.
- Minimum of three years progressive experience in the Bakery Department within a Hotel, Resort, Casino or Restaurant operation.
- Two years as a Pastry Chef in a high volume, multi-outlet hotel, restaurant or casino with centralized pastry production kitchen.
- Previous work in all decorative medias such as sugar and pastry.
- Two plus years prior pastry management experience

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and work with mathematical such as probability and inference.

LANGUAGE SKILLS:

Proficiency with English, strong oral and written communication skills. Spanish or other language skills a plus.

EMPLOYMENT AUTHORIZATION:

Must be able to provide authorization to work in the United States. Required to obtain and maintain a gaming license from the KTTT Gaming Commission. Responsible to keep all documents current and valid at all times. Kickapoo Tribe or other Tribal preference preferred.

PHYSICAL & WORK ENVIRONMENTS:

The physical and work environments described here are representative of those that must be met and are encountered by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is regularly required to stand, sit, walk, bend for extended periods; reach with hands and arms; talk and listen on a regular basis. Specific vision abilities include the ability to adjust vision.

Ability to work for extended periods in an office under artificial fluorescent lighting with varying noise levels and in a smoke filled environment.

Must be able to perform under pressure, concentrate for a prolonged periods and able to work long hours under stressful conditions.

The employee may be exposed to the risks associated in attempting to resolve issues with difficult guests and extremely irate staff members.