Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Third Cook - Baker

Department: Dining Services Reports to title: Executive Sous Chef

Full Time: X Part Time: Date Prepared: 8/5/19

Job Group & Level: AO2 Regular Daily Work Schedule: 6:00 AM to 2:30 PM
Sunday - Thursday

Pay Type: Weekly X Monthly______ Months Per Year: 12______ Hours Per Week: 40______
(Summer Months) Months Per Year: _____ Hours Per Week: ______

1. Summary of Position:

The Third Cook- Baker supports the efforts of Amherst College Dining Services by providing the campus community with excellent service through the quality production. This position supports a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment. This position ensures that the quantity and quality of our production are consistent with the standards of Dining Services and works with members of the team to meet and exceed our customers’ expectations. The Third Cook produces menu components from fresh and exceptional ingredients and is proficient in the technical skill and knowledge required to achieve this, being well versed in food, its history, and trends. This position involves direct customer interaction and display/demonstration cooking requiring oneself to present at all times in a professional, approachable and supportive manner.

The work schedule varies and corresponds to the College’s operational needs, but generally is Sunday through Thursday, beginning at 6:00 AM. At times, this position may be asked to assist with evening production in student dining or assist with catering and campus-wide events at any time. As our work is central to student life, their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times is required. In addition, the position is designated as providing essential services and should report to work, or remain on duty even though the College is closed.
2. **Principal Duties and Responsibilities:**

85% Preparation
- Prepare and provide quality baked goods for catering, faculty dining, the coffee house, and student dining within department standards
- Prepare assigned menu items to standard, including hot and cold food menu items while adhering to standardized recipes and production methods
- Maintain operational standards and Health Department regulations
- Perform work in a safe and efficient manner; ensure operational organization before, during, and after service
- Ensure that equipment used is in sound, working order; tools used are properly cared for and stored
- Communicate operational needs and concerns effectively and pro-actively
- Help to maintain the accuracy of production schedules and usage reports
- Maintain a commitment to the quality of our resources and work to prevent loss and eliminate waste
- Promote our standards of quality and service and the safety of our work environment
- Maintain bakery in a clean, orderly, and sanitary manner, breakdown equipment during shutdown periods, and provide training for all employees in the bakery

5% Menus
- Help create, maintain, and serve seasonal, fresh menus from exceptional ingredients
- Assist with product and process refinement
- Assist with new product research and development
- Corrects discrepancies in production sheets and recipes

5% Inventory
- Assist with the inventory of storage and supply areas
- Inspect deliveries for quality and accuracy and communicate deficiencies
- Communicate product needs through appropriate channels
- Work effectively to reduce waste and loss of supply and goods

5% Performs other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

The Third Cook has daily interaction with the campus community, involving both verbal and written communication. This includes but is not limited to: working directly with our customer in a display cooking setting; accepting the direction, training and support provided by supervisors; communicating with customers regarding their needs, suggestions and concerns; reporting operational issues, concerns and needs through appropriate channels.

This requires the ability to read and comprehend instructions, short correspondence, and memos; the ability to write correspondence; and the ability to effectively present information in one-on-one and small group situations with other employees of the organization.

4. **Education:** (include certifications and licenses)

   **Required:**
   - High School Diploma or equivalent
   - Current ServSafe Manager Certification or be able to achieve within (6) months of employment
   - Allergen Awareness as required by the Commonwealth of Massachusetts or be able to achieve within (6) months of employment

   **Preferred:**
   - Associate's degree or equivalent in Culinary Arts
5. **Experience:** (List specific skills necessary to perform this job)

**Required:**

- 2 years of food preparation experience including baking and pastry
- Strong verbal and written communication, customer service, organizational, and time management skills
- Ability to taste and work with any and all ingredients used
- Ability to mathematically reduce and expand measurements required by recipe
- Attention to detail
- Work flexible hours based upon departmental needs including extended shifts
- Commitment to or experience working with a diverse community
- Successful completion of a pre-employment physical and lift test

**Preferred:** 3 – 5 years’ experience in a similar, high volume, scratch operation

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

This position involves frequent exposure to extreme heat and cold, wet and humid environments, sharp tools, machinery, chemicals, grease laden vapors and fumes, and high noise levels. One must possess the ability to lift, carry, push, and pull up to 50 lbs. and occasionally lift, push, pull, and carry objects over 50 pounds with assistance. The position requires constant/repetitive motions involving the range of full body use including fingers, arms, knees, hands and wrists. Motions including bending, squatting and stooping, reaching outward and above head, constant walking and standing, and ascending/descending stairs. Manual dexterity including grasping and manipulating tools/equipment, and adjusting controls. Close visual concentration including the ability to perceive color, contrast, and depth is also required as well as the ability to taste and work with any and all ingredients used.

7. **Decision Making:**

Work follows established routines, clearly prescribed rules, past practices or instructions, with some latitude to address minor issues. Seeks guidance on problem areas from supervisor. Refers non-routine or unusual problems to supervisor.

8. **Supervision Exercised/Received:**

Considerable supervision received by supervisor. May at times instruct service and support staff in the use or storage of product.

**Supervisory Responsibility:**  Yes _____ No _____

**Number of Employees Supervised:** _____