



(907) 586-4146

fax (907) 586-4242

www.silverbowinn.com

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POSITION:

Assistant Baker

PURPOSE OF POSITION:

Under limited direction from head baker and from kitchen supervisor, mix ingredients to make and bake bagel dough, cookie dough, crusts, toppings, icing, and other prepared goods. Completes any special orders as required.

DUTIES/RESPONSIBILITIES:

Closely follow daily lists, see attached.

Responsible for cleaning bakery equipment by closely following daily and weekly cleaning lists.

Responsible for organizing products in preparation for baker.

KNOWLEDGE AND REQUIREMENTS:

General knowledge of mixing and making baked goods is preferred.

Must be able to function under limited supervision.

Must have Alaska food workers card.

Able to communicate verbally, and understand and follow written and verbal instructions.

WORKING CONDITIONS:

Bakery kitchen at Silverbow, 120 2nd Street

ASSIGNMENT/APPROVAL OF WORK:

Receives direction and approval from head baker, deli and kitchen supervisors, and office assistants/managers

RESPONSIBILITY/ACCOUNTABILITY:

Directly impacts the day-to-day operation of the Silverbow Bakery, Inn, and Catering.



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**EXAMPLE:
ASSISTANT BAKER DAILY CHECK LIST**
Submit to office everyday upon leaving

NAME _____ DAY _____ DATE _____

Initial who did it	Check when done	Tasks
		Check all bakers racks, put products out for sale or away
		Scrape out the inside of all the loaf pans – no stuck chunks
		Check today's wholesale orders to make sure they are done
		Check your production list and inventory bagels
		Check up on tomorrows wholesale orders and prep the necessary products for the bakers
		Inventory pastries - scale up pastries ingredients if less then 8 on sheet of a product
		Inventory all cookie dough - if less then 24 pieces - make more- fill out deli prep special order AND TAKE THE DOUGH OUT AND PUT IT ON BAKERS RACK
		Refill bagel toppings, chop nuts as necessary
		Label and date all new pastry sheet pans
		Make bagel dough and any pastries on production list
		Scale breads for next day onto bakers sink
		Re-organize all the bagels in the walk-in – like with like – OLD dough higher then new
		Check the sourdough - stir it with a whisk! feed it???? HOW FULL IS THE BUCKET? _____
		Press out and set up on a vertical rack ALL of the cookies needed to be baked tonight – put back in walk in with rack cover
		Cleanup
		clean out kettle, oven, bagel canvases, clean out floor drain behind kettle
		Today's used wood boards- scraped , corn-mealed and neatly piled next to oven
		Clean scale, dough knives, scrapers, wipe down table
		Thoroughly scrape inside of mixer
		Scrape bagel former and divider
		WIPE DOWN and Re line all sheetpans and stack under bakers table
		Do weekly list duties
		Put any pastry made that morning into the walk in

Products you are responsible for:

- All bagel dough
- prepping bagel chips and flatbreads for baking the next day
- Icing banana bread
- Topping mint brownies, raspberry brownies and peanut butter bars
- Making all cookie dough, biscotti
- Pressing out pastry and cookie crusts
- Making granola and muesli
- Current coffee cake flavor is: _____
- Form and freeze scone dough -4 flavors rotating: (_____, _____, _____, _____)