

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: PCC Baker**

**Department: Pioneer College Caterers**

**Position Code: I0543**

**Date Prepared: 1/4/17**

**Pay Rate: \$9.93/hr**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The Baker will have the responsibility of creating all the desserts needed, ranging from cakes to Rice Krispy treats and even specialty desserts.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Excellent communication skills
- Manage supplies and ensure orderly work areas
- Professional appearance required
- Able to bend, kneel, squat, stand and lift heavy objects as needed (up to 50 pounds)
- Flexible hours, 25-28 hours a week

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position should have a minimum of a high school diploma.

### **EXPERIENCE:**

Experience in baking or kitchen work would be preferred. On the job training will be provided.

### **SUPERVISION:**

The person in this position will report to the Chef.

### **WORK ENVIRONMENT:**

The person in this position will work in a fast-paced, family atmosphere and guest integrative environment.

### **EQUIPMENT:**

The person in this position will use the following equipment: knives, food processor, stove and oven