

## **Job Description**

**Department : Culinary**

**Designation : Executive Pastry Chef**

**Reports To : Executive Chef/**

### **Prime Function:**

- ✓ Responsible for the production of all pastries, cakes, cold/hot desserts, toppings for the pastry shop as well as other outlets.
- ✓ To prepare production charts of all the bakery and pastry items and monitor them from time to time.
- ✓ Ensure to exceed guest expectations in quality and service of the food products.
- ✓ Supervise the preparation and production of all bakery products.
- ✓ Ensure that all HACCP procedures are followed and clear records are maintained at all the times.
- ✓ Any matter which may effect the interests of hotel should be brought to the attention of the Management.

### **Key Responsibilities:**

#### ***Kitchen Planning***

- ✓ Plan and design menus, responsible for presentation of pastries, bakery items and chocolates.
- ✓ Tastefully do pairing of wine with food whenever applicable, create a competitive edge with new products through innovation and consistency.
- ✓ Follows guidelines laid by the Executive Chef on menu plan and design.
- ✓ Estimate daily and weekly requirements.

#### ***People Management***

- ✓ Motivate and develop staff to ensure smooth functioning of the department and promote teamwork.
- ✓ Maintain appropriate staffing levels by effectively planning Duty roster in order to consistently provide excellent guest service.
- ✓ Provide effective support to the team to enable them to provide a range of effective and efficient services.

- ✓ Respond to customer queries by resolving issues in a timely and efficient manner to ensure customer satisfaction.
- ✓ Ensure that the team has been trained for all safety provisions.

***Financial Management***

- ✓ Analyze food costs and determine most cost-effective recipes while maintaining quality.
- ✓ Identify optimal, cost effective use of the resources and educate the team on the same.
- ✓ Monitor the operations of the department to ensure that the food wastage is minimized.
- ✓ Maintain department budget within established guidelines.

***Operational Management***

- ✓ Detect and ensure disposition of blemished food and defective supplies/equipment.
- ✓ Ensure to perform miscellaneous job-related duties as assigned.
- ✓ Attend to day-to-day problems and needs concerning equipment and food supplies.
- ✓ To upgrade & update the knowledge and ability to prepare different kinds of baked food and confectionaries.
- ✓ Direct and/or arrange for the maintenance and care of departmental facilities, equipment, supplies, and materials in a manner which promotes efficiency, health, and safety.
- ✓ To establish standards which meet needs of the international clientele and of the local market.
- ✓ Ensure to provide training and supervision for senior bakers and support staff.
- ✓ Record all recipes and update the manual to ensure the availability of comprehensive data at all the times.
- ✓ Maintain records, reports, and files of food production and the department as per the standards.
- ✓ Ensure to record inventory of supplies and order stock from main storeroom.
- ✓ Ensure to monitor quantity and quality of food products to ensure compliance with Novotel and Ibis Bangalore Techpark standards.
- ✓ Evaluate systems and procedures to facilitate continuous improvement in the delivery of products and services.
- ✓ Coordinate operations with Department Coordinators, Team Leaders and other Departmental Managers to ensure operational readiness, efficiency in resource utilization, and the prompt delivery of services.
- ✓ Handle additional responsibilities as and when delegated by the Management.

***Hygiene / Personal safety / Environment:***

- ✓ Ensures that the workplace and storage areas remain clean and tidy, and the safety of consumable goods by always respecting HACCP regulations
- ✓ Respects the instructions and safety guidelines for the equipment (s)he uses
- ✓ Applies the hotel's security regulations (in case of fire etc)
- ✓ Applies the ISO 9001 quality certification requirements that impact his/her role
- ✓ Respects the hotel's commitments to the "Environment Charter" (saving energy, recycling, sorting waste etc) and meets Ibis' ISO 14001 environmental commitments as applicable to the role, if the hotel is involved in the programme.

**Key Contacts**

<b><i>Liases with</i></b>	<b><i>Responsible for (as assigned)</i></b>
Executive Chef	Baker Demi Chef de partie Commis Chef

**Occupational Health & Safety**

***Employee Responsibility***

All employees are required to co-operate with the OHS Policy and Programs to ensure their own health and safety, and the health and safety of others, in the workplace.

***Management's Responsibility***

Each manager is responsible, and will be held accountable for taking all practical measures to ensure:

- That in the area of their control the OHS Program is complied with and employees are supervised and trained to meet their requirements under the Program.
- Employees are consulted in issues which affect their health and safety, and any concerns that they may have are referred to management.

**Replacement and Temporary Mission:**

Be ready and responsible for any job, which may be assigned by the Management.

This job description is not intended to be an exhaustive list of all responsibilities skill, effort or working condition associates with the position. It is only indicative and intended to provide a description of the principle elements essential for the performance of the job. All job descriptions are subject to change.



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