

# Job Summary – Pastry Chef

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**Family:** Skilled Labor

**Grade:** Grade 5

**Last Updated:** October 6, 2011

## **Job Information**

### **Job Summary**

Prepare and execute pastries, breads, baked goods, desserts. Measure and mix ingredients, such as flour, flavoring, and fruit, to form concoctions. Decorate products with icing designs. Inspect pastry shop, baking equipment, and cleanliness.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and that of the Food Services Department.

### **Essential Functions / Task Groups**

#### **Technical/Functional:**

- Assist the chefs with food preparation and cooking of pastry dishes.
- Prepare pastries, baked foods and fresh desserts for patients and cafeteria.
- Assist the executive chef in the preparation and coordination of functions.
- Train junior kitchen staff in issues related to pastry preparation.
- Oversee pastry preparation and menu.
- Ensure that pastry stations are well stocked before and during meals.
- Assist with the enforcement of health standards.
- Ensure freshness and suitability of products used by section and appropriate storage.
- Mix, knead, and shape dough or batter to make pies, cakes, cookies, and other pastries.
- Portion pastries, desserts.
- Distribute supplies and equipment as necessary.
- Report any equipment on the section which needs repair or maintenance.
- Perform other related duties.

### **Critical Competencies**

Client Focus, Achievement Orientation, Organizational Awareness, Initiative, Communication Skills, Safety and Health Management, Developing Others, Resource Management, Technical Expertise, Team Skills, Planning & Organizing, Information & Records Administration, Quality Management, Applied Technology, English Comprehension.

### **KNOWLEDGE / KNOW-HOW**

#### **Knowledge:**

Knowledge of international pastry dishes.

Knowledge of the different kitchen equipment techniques.

#### **Education:**

Minimum Education: Vocational Certificate (BP) as Pastry Chef.

#### **Experience:**

Minimum Experience: 2 to 3 years experience in pastry preparation.

#### **Languages:**

Minimum Language: Arabic or English (EET >= 450).

### **IMPACT OF ACTIONS/DECISIONS**

Slow and defective work impacts the deadline of the service.

### **JOB STRUCTURE**

Skilled labor activities that will enable duties to be performed effectively and efficiently.

## **MANAGERIAL / SUPERVISORY RESPONSIBILITY**

Reporting Channel:

1st Level: Executive Chef

2nd Level: Food Production Manager

Supervisory Channel:

None

## **Job Characteristics:**

***Physical Effort:*** Moderate Physical Effort

***Work Schedule:*** Shift Rotation Basis

***Working Conditions:*** Slightly Confined Workspaces

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