



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the following position:

DEPARTMENT OF FOOD SERVICES

BAKER

JOB SUMMARY

The Baker is responsible for making high quality baked goods according to quality standards. The position holder uses his or her understanding of ingredients and food preparation to craft recipes and create baked goods such as breads, pastries, cakes, desserts, etc. The hours of work are based on a shift system, forty (40) hours per week. The position holder must be able to work early mornings, nights, weekends or public holidays when required and reports to the Director of Food Services.

DUTIES AND RESPONSIBILITIES

- Adheres to proper food handling, sanitation, and safety procedures in accordance with Ministry of Health regulations and quality control standards.
- Maintains optimal personal cleanliness and appearance at all times with the use of hair net and other required apparatus.
- Maintains and fosters a pleasant and professional environment at all times.
- Checks production schedule to determine quantity of baked goods to produce.
- Inspects the quality of the raw materials prior to preparation or consumption.
- Sets time and speed controls for mixing machines, or blending machines, so that ingredients will be mixed or cooked according to instructions.
- Measures or weighs flour or other ingredients to prepare batters, doughs, fillings, or whipped cream, using scales or graduated containers.
- Prepares and produces cakes, pastries, breads, desserts and other foods.

- Garnishes baked goods according to established standards.
- Inspects finished baked goods in accordance with the Department's standard of quality, weight, specifications and presentation.
- Distributes finished baked goods to the various outlets and stores leftovers according to established standards.
- Cleans, disassembles and stores all baking equipment after use.
- Makes every effort to control and minimize waste.
- Directs activities of those who assist with baking.
- Works alongside other team members to ensure streamlined service and a commitment to work together to achieve the goals of the Department.
- Implements suggestions within parameter of position and refers more complex concerns to supervisor.
- Provides feedback and makes recommendations for improvement of bread preparation and operational matters.
- Attends and participates in meetings called by the Department and University administration.
- Performs other assigned duties commensurate with position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A minimum of three (3) O'Level passes.
- A minimum of three years' experience as a baker.
- A current Ministry of Health food badge.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge on the use of kitchen appliances, cutting tools and other standard food service equipment.
- Knowledge of food safety.
- Numeracy skills to be able to estimate and measure quantities, weights, baking times, temperatures and volumes.
- Creativity, presentation skills, and attention to detail.
- Ability to work in a fast-paced environment.
- Ability to multitask, prioritize and manage time efficiently.
- Physical endurance to stand and move for an entire shift.
- Ability to bend, move and lift up to 25 pounds.
- Ability to work in a cohesive team environment while maintaining positive employee relations through respectful, open and effective two-way communication at the individual and team levels.

OTHER REQUIREMENTS

- Highly organized
- Good communication and customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the University

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF- SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than ***January 31, 2024***.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.