

insomnia
coffee company
DAPPER & WISE
R O A S T E R S

Job Title: Baker

FLSA Status: Hourly Non-Exempt

Reports to: Bakery Manager

Compensation: \$16.45/hr entry level, \$17.20/hr once fully trained

- Fully Trained: Once able to complete all job duties OR at their first 90 Day Review, whichever comes first so long as no behavioral issues arise

Mission: Belong - We want to be a company that meets people where they are and creates an environment where they belong.

Vision: Insomnia Coffee Co. and Dapper & Wise Roasters exist to create a sustainable future for Specialty coffee by focusing on quality, building meaningful relationships, learning constantly and fostering joy

Values: Hard Working, Enthusiastic, Accurate, Reliable, Teachable, Sustainable

Guiding Principles: Surprising Kindness, Always Be Curious, Move With Purpose, Greet Every Person, Make Eye Contact, Say Thank You

Job Summary:

The Baker is responsible for food preparation and delivery as needed. They will be trained to prepare all baked goods according to company standards. They also maintain a clean and organized workspace and work quickly and efficiently as a member of the baking team. They embody the company mission, vision and values of the company.

Job Duties:

- Embody company mission, vision, values
- Attend monthly "Touch Base" with Manager
- Attend "All Staff Meetings" as scheduled
- Follow proper food safety guidelines
- Follow proper safety equipment guidelines
- Check bakery schedule and make correct amount of pastries for each shop
- Bake all pastries according to recipes
- Properly prepare and package appropriate food items to company standards
- Fulfill daily clean up, sweep, mop, dishes and wipe down surfaces
- Complete deep cleaning tasks as delegated (ex: ovens, walk in, freezer)
- Record numbers:
 - Pastries to Shops
 - Bins
 - Bakery Waste
- Strive for team work and good communication while interacting with co-workers
- Pursue relationships with co-workers while maintaining a high level of professionalism
- Properly package and date appropriate food items to company standards
- Report all safety related concerns to Manager (Safety Committee Member)
- Assist PIC in fulfilling catering orders as needed

- Enter weekly numbers in binder as needed
- Assist with other bakery tasks as needed
- Run errands as needed
- Answer questions/complaints and direct to appropriate department whether in person or via email
- Communicates with staff through appropriate Slack Channels

Delivery Driver Duties:

- Arrive promptly for timely delivery
- Represent the company by driving safely and courteously
- Drop off all deliveries at correct locations and correct times
- Bring empty pastry bins from all cafes and return to bakery
- Inform Maintenance Technician about any vehicle maintenance needed
- Fill gas tank when needed using company money (Manager's card or cash from Finance and Administrative Specialist)

Physical Requirements:

The physical demands described here are representative of those that must be met by the Baker to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company. The employee must occasionally lift and/or move up to 50 lbs., while performing the duties of this job, the employee is required to stand for long periods of time; frequently walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear; occasionally sit, climb or balance, stoop, kneel, crouch or crawl. Must be able to operate baking equipment.