

**Position:** Pastry Cook  
**Reports to:** Executive Pastry Chef  
**Department:** Culinary

**Overview:**

As a member of the Triple Creek Ranch pastry team, the pastry cook supports all pastry related operations while achieving the highest level of quality, customer satisfaction and employee engagement.

**Minimum Required Qualifications**

The person in this position needs to:

- Frequently move about the kitchen and storage areas with efficiency and speed.
- Frequently use hands to laminate dough, prepare menu items, while stirring, mixing, scooping, etc. and to operate various professional kitchen equipment such as mixers, dough laminator, etc.
- Frequently communicate with other kitchen and serving staff regarding menu items, guest food orders, special dietary requirements etc.
- Frequently read and interpret recipes.
- Occasionally position oneself to place kitchen items on lower shelves.
- Occasionally use cleaning items such as brooms and mops.
- Frequently move equipment, supplies and boxes weighing up to 50 pounds across short distances.

**Essential Functions**

- Create a positive and energetic environment that supports the delivery of an exceptional guest experience while upholding the highest level of TCR and Relais & Châteaux standards.
- Maintain the extraordinary five star TCR image and resort appearance including all service, cleanliness, and appearance standards. Be professional and courtesy in all interactions.
- Supports the executive pastry chef in all functions of pastry preparation, production and presentation.
- Adhere to pastry production schedules, developed recipes and plating norms that maintain the timely and consistent delivery of outstanding culinary products and upholds the highest level of customer service.
- Maintains daily communications with the culinary team, dining room service managers and sommelier on special requests, menus, guest dietary needs and changes to culinary norms.
- Assist the executive pastry chef in all food and supply ordering to maintain adequate par levels of all product; receive orders; properly rotate, store and secure inventory.
- Deliver the highest level of customer service standards ensuring an optimum dining experience. Uphold a professional kitchen image, including kitchen sanitation and cleanliness, proper uniforms and appearance standards. Respond to all guest requests and issues immediately.
- Follow sanitary practices for food handling, general cleanliness and maintenance of kitchen equipment, food storage and back dock area. Comply with operational standards, company policies, federal/state/local laws and ordinances.

- Conform to all environmental and health/safety programs including food safety compliance, recordkeeping and waste management.
- Adhere to company standards and service levels to increase sales and minimize costs, including food, supply and labor costs.
- Perform any other job related duties as assigned.

**Job Classification**

- This is a non-exempt position under the Fair Labor Standards Act (FLSA).

**Disclaimer**

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, TCR reserves the right to revise this job description at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.