Wolf Creek Ski Area

Employee Job Description

The following list outlines the expectations and responsibilities of each role. These job duties are essential for daily operations. This document is intended as a reference for both managers and employees. If you need any assistance filling this form out, please reach out to your direct supervisor.

Job Title: Baker			
Department: Food and Beverage			
Employee Name	**Last:**	**First:**	**MI:**
Part-time / Full-time / Holidays (Circle 1)		**Avg. Hours/Day** 8-10 hrs.	**Avg. Hours/Week**

Job Description/Daily Tasks:

The Baker must be able to work in a fast-paced environment while maintaining quality and safety standards. They are expected to prepare a large quantity of a variety of baked goods, so relative experience is preferred.

This role requires attention to food safety, efficiency, and team work. Bakers are expected to have a thorough understanding of the ingredients and the prep required for their station. Once daily tasks are completed, bakers must check in with all other stations and the manager before clocking out.

Responsibilities/Expectations

- **No phones or headphones permitted,** except during breaks
- Arrive promptly, and clock out **only** once all tasks are complete **and** no assistance is needed at other stations (check in with manager)
- Communicate effectively with co-workers and customers, ideally with a friendly demeanor
- Possess in depth food safety knowledge
- Adhere to FIFO (First In, First Out), consolidate ingredients, and label and date items daily.
- Prepare, wrap, and label a variety of baked goods (room for creative expression)
- Maintain a clean station and organized throughout the shift
- Monitor food levels and bake items as needed during service
- Perform tasks such as helping out with dishes or other kitchen duties as needed
- Create a list of what ingredients need to be restocked or have a low back stock
- Able to operate dumbwaiter correctly to transport products from storage
- Perform any tasks as directed by the on-duty manager
- Complete all online training assigned by manager (STAR)
- Attend safety meetings weekly or bi-weekly. If unable to attend, it is the employee’s

responsibility to review the material thoroughly
• Follow the dress code: long hair pulled back, nails trimmed, clean uniform shirt, non-slip shoes, and a name tag
• Maintain proper hygiene: frequent hand washing (after eating, smoking, or using the restroom)
• Prepare for cold weather with proper apparel: ski pants, snow boots, gloves, and hat

Physical Demands

• **Standing** for long periods of time (8-9 Hrs./day)
• **Walking** to complete daily tasks (3-6 Hrs./day)
• **Bending** or **twisting** at the neck, waist, wrist, and arm repetitively (3-8 Hrs./day)
• **Squatting** and **kneeling** frequently (1-6 Hrs./day)
• **Lifting** up to 50 lbs. when necessary (2-6 Hrs./day)

	Lifting			Carrying		
DURATION	**0-2 hrs.**	**3-4 hrs.**	**5+ hrs.**	**0-2 hrs.**	**3-4 hrs.**	**5+ hrs.**
0-10 lbs			**X**		**X**	
11-25 lbs		**X**		**X**		
25-50 lbs	**X**			**X**		

Longest distance with heaviest weight example:
Carrying a 50 lb bag of flour for 60 ft
Always ask for help if you do not feel confident lifting something
Anything over 50 lbs should have 2+ people carrying it"

• Climbing and crawling may be necessary (0-2 Hrs./day)
• **Repetitive hand use; s**imple grasping, pulling, pushing, and fine manipulation of hands (3-6 Hrs./day)
• Able to reach both arms over head and below shoulder (full shoulder range of motion)

Work Environment and Hazards

• High altitude and Winter weather (must use caution when driving, walking, climbing, etc.)
• Walking on uneven ground (outdoors not on walkways)
• Exposure to bio-hazards such as blood-born pathogens, sewage, etc. (in the rare case of a customer accident; ski patrol should be contacted immediately.)
• Exposure to gas, fumes, or chemicals (when cleaning)
• Near heavy machinery (shuttles, snow cats, snowmobiles)
• Exposure to extreme heat and cold

Employee Comments:

Supervisor comments

Initial the Following:

- I understand the requirements to complete this job, and I will promptly notify my employer if I cannot do these tasks without accommodation.
- I understand that these duties are detailed, but not all encompassing, therefore, they're subject to change.
- I understand that if I do not have ***formal*** training for a task, I **cannot** preform it until I am formally trained.

Disclaimers:
Wolf Creek Ski Area is an Equal Opportunity Employer. We do not discriminate based on race, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

This job description is not a contract and does not alter the at-will employment relationship. Employment may be terminated at any time, with or without cause, by either the employee or the employer.

Employee Signature:	**Date:**
Supervisor Signature:	**Date:**