

# Cake Decorator Assistant

## **PRIMARY OBJECTIVE:**

To provide quality, decorative designs for customer special orders and a variety of bakery products.

## **NATURE AND SCOPE:**

Emphasis in this position is on ensuring the proper quality of product is available for the customer. Primary learning challenge is developing proficiency in decorating and paying attention to detail and neatness while maintaining production level requirements. This portion requires ongoing, judgement/decision making, standing and light lifting. Position functions and work hours may vary according to business needs. Assignments and work direction are provided by the Cake Decorator.

## **ESSENTIAL POSITION FUNCTIONS:**

1. Orders proper quantity of cakes to be sold
  - A. Follows and completes daily and weekly quantities of cakes to be decorated and sold as determined by Cake Decorator
  - B. Retrieves cakes from freezer for decorating and icing
2. Ice cakes
  - A. Ensures proper consistency for both butter cream and better cream icing
  - B. Prepares cakes to be decorated
3. Decorates cakes
  - A. Follows approved decorating styles and creates new decorations as appropriate
  - B. Follows and completes production assignments
  - C. Ensures consistent quality and accuracy in decorating
  - D. Decorates for special orders
  - E. Ensures a variety of product is prepared for maximum sales potential
4. Places cakes in proper containers and locations for sale or storage
  - A. Labels cakes properly
  - B. Stocks cases
  - C. Stores over stock in freezer
  - D. Stocks cake case and removes stales daily
5. Maintains a clean and organized decorating area
6. Ensures adequate decorating supplies are maintained
7. Follows all store and department policies and procedures

## **ADDITIONAL POSITION FUNCTIONS:**

8. Assists customers with information or requests
  - A. Ensures customer satisfaction
  - B. Takes special orders and requests
  - C. Provides product information and location

04/27/06

9. Helps on Bakery Counter if needed

A. Puts together a list of cake supplies (containers) to be ordered when needed

**FUNCTIONAL REQUIREMENTS:**

Physical – lifting/carrying 15 to 40 lbs., pushing/pulling 100 150 lbs., operates finishing wrapping equipment, walking, standing, squatting, equipment operation (labeler, cart, racks, spatula, decorating tubes, air brush, copy machine, cake projector, mixer, lazy Susan, chemical resistant gloves, splash goggles, cleaning equipment), stooping/bending, reaching

Mental – Judgment/decision making, memorization, reading, math, social skills/verbal interaction, writing