



Coffee & Co., 64 Reform Street, Dundee DD1 1TF

Telephone: 01382 217864 Email: info@coffeeandcodundee.co.uk Website: www.coffeeandcodundee.co.uk

Coffee Shop Baker Job Description

This job description is intended as a guideline; tasks may vary according to the requirements of the customers and managing director.

1. Job title – coffee shop baker.
2. Reports to – coffee shop manager.
3. Job purpose:
 - a. Open up and prepare the coffee shop for business.
 - b. Bake cakes and scones for sale each day.
4. Health and safety:
 - a. Comply with the coffee shop allergen guidelines.
 - b. Abide by the coffee shop Health and Safety Risk Assessment.
 - c. Record any workplace accidents.
 - d. Notify the coffee shop manager of any 'near miss' incidents.
5. Hygiene:
 - a. Ensure the kitchen area is maintained to a very high level of cleanliness and hygiene.
 - b. Abide by the coffee shop HACCP plan.
 - c. Notify the coffee shop manager of any hygiene related incidents.
6. Stock:
 - a. Notify the coffee shop manager of any stock requirements.
 - b. Manage the delivery and receipt of stock.
7. Maintenance:
 - a. Report any machine or building problems to the coffee shop manager.
 - b. Perform emergency maintenance procedures, for instance turn the water off and isolate electrical supplies.



Coffee & Co., 64 Reform Street, Dundee DD1 1TF

Telephone: 01382 217864 Email: info@coffeeandcodundee.co.uk Website: www.coffeeandcodundee.co.uk

Coffee Shop Baker Person Specification

Customer related – the ideal baker will be friendly and understand the importance of customer service and hospitality.

Drive – confident and able to use their own initiative to complete their activities. Willing to learn, flexible and adaptable

Qualifications – no formal qualifications required.

Experience – experience of working as a baker.