



COMPANY PROFILE:

The White Room is a private event venue located in historic downtown St. Augustine on the waterfront. For each event hosted we focus on providing a unique event as well as upscale food and beverage service requiring extreme attention to detail and the highest level of customer service.

JOB DESCRIPTION

Position: Pastry Chef

Reports To: Executive Chef

POSITION OVERVIEW

Experienced Pastry Chef to enhance our culinary program in production, quality, innovative concepts and design. The ideal candidate will possess extensive skills in the creation of innovative desserts, pastries, cakes, confections, and breads. The candidate will also have good knowledge of the local catering market, including a heavy concentration in the wedding, corporate, and social market. The candidate must possess excellent written and verbal communication skills. The Pastry Chef will offer personalized solutions for our clients and enhance our reputation and business by working with our Catering Sales Team and Banquet Operations Team to ensure we exceed our clientele's expectations. Creativity and passion are essential. Our venue and kitchen is very fast paced and requires the ability to multi-task and complete tasks in a timely and accurate manner. The ideal candidate must be extremely organized, personable and enthusiastic. The Pastry Chef represents the company at the event as well as to our clients and other business partners and as such will maintain the highest level of professionalism and customer service. The Pastry Chef must have a minimum of 3-5 years baking or pastry experience within fine dining restaurants or luxury hotels, preferably in the hotel/resort/wedding market. Our Executive Chef will be responsible for the supervision, coordination and assist in preparation of house-made desserts, pastries, cakes, confections, and breads. Weekday and Weekend nights required.

RESPONSIBILITIES

- * Planning of all pastry production according to menus and BEOs.
- * Preparing detailed production lists to ensure efficient and accurate pastry production.
- * Responsible for organizing and setting up of dessert buffets and stations.
- * Implementing new recipes and pastry procedures to meet and exceed the clientele's expectations for variety, quality and creativity.
- * Participates in preparing desserts, pastries, cakes, and breads.
- * Implementing new items that meet current dietary trends such as gluten free, sugar free, dairy free, food allergies, etc.
- * Responsible for the schedule of pastry staff according to approved budgets and business demand.
- * Monitoring overtime and ensuring that overtime is only used when necessary with the approval of the Executive Chef.
- * Requisitioning of supplies and equipment. Maintains appropriate par levels of supplies, to include placing product orders.
- * Maintaining highest level of sanitation standards at all times. Adheres to state and local health and safety regulations.
- * Ensuring that all work areas are safe and secure; reports any unsafe conditions to supervisor.

- * Makes recommendations for maintenance, repair, and upkeep of all kitchen areas.
- * Maintaining security practices for all food and equipment supply inventories.
- * Assists in food procurement, delivery and storage.
- * Maintaining a high standard of organization, cleanliness, FIFO, labeling, temperature control, and walk-in coolers.
- * Greets client and assists Sales and Event Manager in conducting tastings, working in the best interest of The White Room regarding flow of event, layout of food stations and design of menu befitting of company standards.
- * Manages food service during event to ensure proper service by staff, providing good communication with and working cooperatively with the culinary team.
- * Interacts professionally and effectively with sales, kitchen, vendors, competitors, catering associations to ensure guest satisfaction.
- * Promotes positive guest relations, making every effort to accommodate any guest's reasonable request. During the event, the Sales Manager and Event Manager are the client's first point of contact.
- * Maintains complete and in-depth recipes and files on all future and past events and private parties as directed by departmental standards.
- * Practices and observes safety rules and regulations and encourages other to do the same.
- * Participates in staff meetings.
- * Promotes a pro-active work environment that creates an atmosphere of teamwork and quality service.
- * Will work cooperatively with outside vendors to conduct business professionally and in the best interest of The White Room.
- * Performs other job related duties as assigned.

Job Requirements: REQUIRED SKILLS

- * The Pastry Chef must have a minimum of 3-5 years baking or pastry experience within fine dining restaurants or luxury hotels, preferably in the hotel/resort/wedding market.
- * Must have knowledge of proper table service.
- * Exceptional detail in follow-up.
- * Clear, concise written and verbal communication skills.
- * Strong customer service orientation and skills.
- * Ability to prioritize and organize work assignments; delegate work when appropriate.
- * Ability to focus attention on details. Must be extremely detail oriented and organized.
- * Excellent listening skills.
- * Flexible work schedule.
- * Ability to multi task and prioritize.
- * Ability to enforce The White Room standards, policies and procedures with assigned staff.
- * Ability to motivate assigned staff and maintain a cohesive team.
- * Ability to direct performance of assigned staff and follow up with corrections when necessary.
- * Ability to be a clear thinker, analyze and resolve problems, exercising good judgment.
- * Ability to exert physical effort in transporting and placement of tables, chairs, podiums and other event equipment.
- * Ability to work without direct supervision. Ability to work cooperatively and professionally with other departments, with respect to the chain of command.
- * Must possess mature, professional demeanor to interact with vendors, staff and guests.

Education Requirements

- * High School diploma or equivalent required; Bachelor's Degree preferred
- * The Pastry Chef must have a minimum of 3-5 years baking or pastry experience within fine dining restaurants or luxury hotels, preferably in the hotel/resort/wedding market. Email resume only. No phone calls please.

Compensation: \$30,000-\$45,000 depending on experience. Health Insurance after 90 days.