



SIK YUEN LIMITED

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Job Description

Job Title Pastry Cook

Reporting to Section Supervisor (Production)

Purpose In charge of preparing baked goods for sale to customers. Their duties include creating recipes, ordering ingredients and coordinating baking schedules to produce pastry and other baked goods.

Principal Accountabilities

- Ensure that all company pastry recipes and procedures are followed to maintain the highest quality and consistent product standards.
- Ensure profitability by maintaining an accurate record of baking operations/ingredients for proper costing of each product.
- Manage needed supplies and inventory levels.
- Direct and supervise helper's activities to make sure that products are up to standards.
- Conduct research to develop original recipes for products.
- Ensure the proper storage of baking utensils.
- Weigh out precise amount of baking ingredients using scales or graduated containers
- Assess the quality of raw materials before baking to ensure conformance to set standards
- Uniformly mix ingredients using automated equipment such as blenders and mixers
- Design and improve recipes.
- Decorate baked products using glaze, icing and other toppings to achieve a finished appearance.
- Ensure that each item meets food safety and quality controls.
- Keep records relating to deliveries, inventory, and production levels.
- Take client information and ensuring that deliveries are fulfilled accurately and on time.
- Clean and restock workstations and ensuring that all equipment is sanitized and prepared for the next shift.

Experience and Skills

- Previous relevant experience and qualification
- Understanding and knowledge of baking techniques
- Knowledge of food production methods
- To be thorough and pay attention to detail
- Ability to work well with others
- Proficient in math
- Excellent verbal communication skills
- Ability to work well under pressure
- Capability to use your initiative
- Committed to food quality, customer satisfaction and health safety
- Excellent organization and time-management skills
- Food Handler's Certificate