

CHOWGIRLS PASTRY LEAD

Part/Full time – Hourly

The Pastry Lead focuses on overseeing and managing the overall production, quality control, and operations in the kitchen in regard to pastry. Responsibilities include organizing and directing the processes necessary to provide a clean, professional, high-quality, high-volume catering kitchen and pastry department. The position reports to the Pastry Chef.

FOOD HANDLING / PRODUCTION

- Present food in creative ways that meet or exceeds Chowgirls standards.
- Work with Pastry Chef to sustain the taste and quality of Chowgirls menu.
- Assist with menu development and planning for upcoming events.
- Assist with troubleshooting during recipe development.
- Ensure MN health department food safety standards in all stages of prep, storage, and transport.
- Maintain Chowgirls sustainability standards.
- Ensure recipes are followed to maintain a consistent product.
- Execute on production timelines.
- Expo event menus to FOH representative, ensuring all components are present and prepared properly.
- Work with Pastry Chef to Order supplies.
- Check orders in and keep walk-in, freezers, coolers, and dry storage organized.
- Assist in cleaning and maintaining kitchen facilities.
- Appropriately operate all equipment as required.
- Ensure that all food preparation is completed in a timely manner.
- Assist other areas in the kitchen if needed.
- Maintain professionalism and be a leader in the kitchen.



- Must be able to work on your feet for at least 8 hours and able to lift at least 50 pounds.
- Thoughtful communication and proactive problem solving required.

COMMUNICATION

- Present a professional positive attitude among coworkers, vendors and with clients.
- Communicate with sales team about menu changes as needed.
- Communicate all necessary information to the kitchen staff.
- Be consistent and available in answering client and co-worker questions.
- Communicate effectively with all the employees of the company.
- Respond to change with positivity and a proactive mindset.
- Attend all required meetings.

INTERNAL ORGANIZATION

- Maintain an organized workspace and prep list
- Have a working knowledge of email communication, Google Workspace, MS Office, and the ability to learn Total Party Planner.
- Ability to close down the building safely and properly.

HUMAN RESOURCES

- Maintain employee privacy at all times.
- Maintain understanding of MN Employment laws.
- Maintain general knowledge of Chowgirls handbook, history, values, and vision.
- Always promote Chowgirls in a positive light at the office, on social media, and in the community.
- Keep all Chowgirls information confidential, including internal documents, policies, procedures, recipes, and customer/venue/vendor information.