



Dialogue Coffee House
Baker
Job Description

Job Classification: Non-Exempt, Part-Time

Work Schedule: As negotiated in employment letter

Reporting Relationship: Kitchen Manager

Primary Accountabilities:

The Part-Time Baker is responsible for preparing fresh baked goods and that meet Dialogue Coffee House quality, safety, and presentation standards. This role supports daily retail operations, catering needs, and special events while working collaboratively in an inclusive, fast-paced kitchen environment.

Major Duties:

- Prepare and bake a variety of items including (but not limited to) muffins, scones, breads, pastries, and seasonal offerings.
- Follow standardized recipes, portioning, and production schedules to ensure consistency and quality.
- Assist with prep for catering orders and special events as needed.
- Maintain cleanliness and organization of baking and prep areas in accordance with food safety and sanitation standards.
- Properly label, store, and rotate ingredients and finished products (FIFO).
- Operate commercial kitchen equipment safely and correctly.
- Collaborate with kitchen staff, baristas, and leadership to support daily operations.
- Support and model inclusive workplace practices and positive team culture.
- Comply with all health department regulations and Dialogue policies.
- Perform other duties as assigned

Qualifications:

- Read, write and speak fluent English
- High school diploma or GED equivalent
- One year of retail experience preferred
- Valid Kansas driver's license and proof of insurance
- Must be able to pass background checks per agency procedures

Training Requirements:

- Must complete orientation training and maintain training certification based on agency procedures.
- Supported employment web-based training.

Physical Demands:

- Lift 50 pounds
- Bend, stoop, kneel, crawl and walk frequently
- Regularly required to speak and hear
- Regularly required to sit, stand, walk, reach and use hands
- Ability to read computer screens for an extended period of time



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Work Environment:

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date