



Job Title: Assistant Baker

Department: Culinary – Pastry Division

Salary: \$21 - \$23 an hour + gratuities

Job Type: Full-Time, Permanent

Reports To: Head Baker

Work Location: In Person at Sooke Harbour House Boutique Hotel

Join Our Team at Sooke Harbour House

The Sooke Harbour House, a boutique hotel known for its West Coast charm and exceptional guest experiences, is looking for a dedicated **Assistant Baker** to join our team. This is a full-time position ideal for someone detail-oriented, reliable, and passionate about hospitality.

About the Position

The **Assistant Baker** supports the Head Baker in the daily preparation of breads, pastries, desserts, and other baked goods, ensuring consistent quality and presentation aligned with the standards of the Sooke Harbour House. This position contributes to the success of our culinary and event operations through hands-on baking, organization, and teamwork.

This is an **early-morning** position that requires discipline, enthusiasm for the craft, and a strong commitment to maintaining a clean and professional work environment.

What We Offer

- A welcoming, inclusive, and supportive team culture
 - Opportunities for culinary growth and mentorship
 - Staff meals and access to fresh, local ingredients
 - Scenic work environment on the edge of the Pacific Ocean
 - Discounts on dining and lodging at the Sooke Harbour House
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Key Responsibilities

- Assist in the production of daily baked goods including pastries, breads, cookies, cakes, and breakfast items
- Prepare and scale ingredients according to established recipes and production plans
- Operate mixers, ovens, and other baking equipment safely and efficiently
- Support the preparation and plating of baked goods for breakfast service, afternoon tea, in-room amenities, and special events
- Maintain cleanliness and organization of the pastry station in accordance with Food Safe standards
- Follow proper storage and labelling procedures, practicing FIFO and minimizing waste
- Assist in receiving, unpacking, and organizing pastry and baking supplies
- Occasionally assist in producing specialty items such as wedding cakes or custom dessert orders
- Communicate clearly with the Head Baker and broader kitchen team to ensure smooth operations
- Attend pre-shift briefings, follow all kitchen policies, and contribute to a positive team environment

What We're Looking For

- Previous baking or pastry experience is an asset, but not required - training will be provided
- Food Safe Level 1 (or willingness to obtain within 30 days of hire)
- Ability to follow detailed instructions with consistency and accuracy

- Physically able to lift up to 25kg, work on your feet for extended periods, and handle early morning start times (as early as 5:00 AM)
 - Reliable, punctual, and comfortable working in a fast-paced kitchen environment
 - Positive, respectful attitude and commitment to learning and development
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Additional Information

- This position is subject to a standard three-month probationary period
- Upon successful completion of probation, the employee qualifies for the Sooke Harbour House extended benefits package (for eligible full-time positions)
- Must be available to work weekends, holidays, and early morning shifts, based on business needs