

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### BAKER

##### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Successful completion of the Introduction to Jackson County School Food Service course.
- (3) Successful completion of the Quantity Cooking course.
- (4) School cafeteria experience preferred.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of methods and materials used in moderately large-scale baking including baking time, oven temperatures, methods of mixing, as well as the use of the equipment to accomplish the task. Considerable knowledge of health hazards in quantity baking and of effective precautionary measures and accepted methods of storage in baking. Ability to understand and carry out written and oral communication. Ability to adapt standard recipes as required by variations of quantities requested and supplies received. Ability to maintain simple records and reports.

##### REPORTS TO:

Cafeteria Manager

##### JOB GOAL

To prepare and bake breadstuffs, fillings and pastries following a menu prepared by a supervisor.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

- (1) Operate, maintain and clean such bakery equipment/machinery as mixer, ovens, slicers and other appliances.
- (2) Inventory supplies for baking; check and order food and supplies through cafeteria manager.
- (3) Prepare reports regarding products baked; keep records of recipes used in baking; account for leftovers and supply such information to manager.
- (4) Organize and plan materials for the daily menu.
- (5) Prepare all types of baked products; weigh proper amounts of ingredients; mix ingredients using electrically powered mixing machines or by hand following standardized recipes, using personal judgment or as directed; cut dough into uniform pieces and shapes; prepare fruit and filler items; bake and remove items when completed; portion products for service.

**Board Approved April 20, 1998**  
**Amendment Board Approved April 15, 2003**

**BAKER (Continued)**

- (6) Serve menu items on time.
- (7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 10-13  
10 months  
Variable hours

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.