I. Level Definition

Positions at this level supervise Bakers and other designated staff and bake from basic ingredients a variety of food items such as bread, pastries, cakes and cookies.

II. Typical Duties

(1) Supervises Bakers and other designated staff by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

(2) Develops and modifies recipes for baked food items according to nutritional and therapeutic diet needs of the facility.

(3) Calculates ingredient quantities according to established quotas; plans preparation and baking schedule.

(4) Prepares baked food items from basic ingredients by methods such as assembling, measuring and mixing ingredients, kneading, rolling and cutting; bakes and/or directs the baking of food items such as pastries, bread, cakes and cookies; tests baked items for palatability and temperature and adjusts accordingly.

(5) Controls portioning of baked food items to ensure recipe yield meets assigned quantity quotas; evaluates baked food items being served to ensure established standards of quality and quantity are maintained.

(6) Estimates food requirements according to nutritional and therapeutic diet needs; orders and receives supplies as required; resolves discrepancies with suppliers.

(7) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in baking plus three years’ recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to organize work.
(v) Ability to operate related equipment.
(vi) Ability to supervise.