

LEAD BAKER

JOB SUMMARY

Under the direction of the Central Kitchen Supervisor, responsible for the preparation of a variety of bakery products including breads, cakes, cookies, and desserts for lunch, breakfast, and a la carte to be transported to serving schools. Prepare speciality items for catering. Schedule and instruct the bakery staff for all duties.

TYPICAL DUTIES

Assist in the preparation of a variety of bakery products, lunch, breakfast, and catering items. Ensure appropriate quantities for needs. Adjust recipes, measure, sift, and mix ingredients for different baked goods. Knead dough. Complete a daily detailed production report. Assist with the work direction in the bakery department. Set up, clean up employee meals on a rotating basis. Supervise the operation of a large capacity boiler on a rotating basis. Open kitchen on rotating basis. Assist with cleaning the equipment and work area. Convert recipes for larger and smaller quantities and maintain a high standard of sanitation and safety. Requisition and receive food stuff and supplies from the warehouse for daily needs. Assist in establishing duties and work schedules and provide input for evaluation of employees under your direction. Responsible for seeing that foods are panned, wrapped, and delivered to the dispatch area. Keep accurate count for inventory and records of items used. Take bakery department inventory monthly and maintain appropriate level of stock. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years of full time paid skilled experience in the preparation, baking, and serving of large quantities of food items in a cafeteria or similar facility. Decorating skills and special baking techniques are highly desirable. Related experience may be substituted for education on a year for year basis.

Knowledge of:

Practices, methods, and equipment used in quantity preparation, baking, serving, food storage, packing, and transporting. Methods used to adjust recipes. Sanitation and safety practices related to institutional food facilities. Methods of operation and care of commercial kitchen equipment. Record keeping; techniques of providing training and work direction to others.

Ability to:

Follow and interpret quantity recipes to prepare a volume of quality bakery items, maintaining proper temperature and sanitary conditions. Understand, follow, and apply oral and written instructions. Plan and organizing work of the bakery department. Train, schedule, and provide work direction to others. Maintain cooperative relationships with those contacted during the course of work.

LICENSE

Annual food handler's exam in file and valid food handler's card.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.