

JOB DESCRIPTION

(Classified Employee)

Job Title: Head Baker

Date: October, 2000

Job Code: 2036

Statement of the Job

Employee performs skilled baking work and supervises a bakery. Work requires initiative and judgment.

Duties of the Job

- *1. Uses weights and measures to adjust ingredients in recipes.
- *2. Prepares and bakes all bakery items for menu and catered events following standardized recipes.
- *3. Supervises bakery personnel; duties include planning, organizing, scheduling and directing work, training personnel, and recommending applicants for employment or for discipline, termination or retention.
- *4. Estimates baking needs, requisitions adequate supplies, inventories supplies, and keeps records of products made and used.
- *5. Insures bakery and equipment are maintained according to proper health and sanitation standards.
- *6. Teaches and enforces safety regulations.
 7. Does specialized decorating.
 8. Assists in developing and testing recipes.
 9. Assists in planning bakery products menu.
10. Recommends equipment purchases.
11. Trains and orients students in the University Food and Nutrition program on large scale baking and sanitation standards.
12. May act as building supervisor during periods other than normal serving hours.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

