



## **BAKER/COOK**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Cafeteria Manager, the position is responsible for performing skilled tasks in the preparation and serving of bakery and food items in a sustainable setting of a school cafeteria. In addition, the position will assist the cafeteria manager in all aspects of the operation to ensure the cafeteria is maintained in an orderly, safe and sanitary condition and is compliant with USDA guidelines.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Create and prepare tasteful and desirable baked and other food items from scratch in a timely manner.
- Review recipes and menus, and estimate needed ingredients and the time required for the cooking and baking of a variety of foods and baked goods.
- Ensure a sustainable operation by maintaining a record of baked/cooked products prepared and served, to include weighing production/ overproduction/portion sizes, and waste.
- Control weight and quality of bakery products and ensure portion sizes are appropriate.
- Ensure items are baked/cooked at the proper temperatures and the kitchen and baking equipment adheres to sanitation regulations.
- Operate kitchen equipment and maintain the working area, equipment, and utensils in a clean and sanitary condition; conform to safety standards, as prescribed.
- Assist with set-up, serving and operating the serving lines, cleaning the kitchen and serving areas, and cleaning utensils and equipment, as needed.
- Assist the cafeteria manager with the inventory, ordering, storing and restocking food, materials, and supplies.
- Train staff as directed by the cafeteria manager.
- Interact and survey customers (students and staff) to elicit feedback on bakery items; modify as appropriate.
- Keep abreast of the latest trends in the field and sustainable practices by participating in coaching activities, teambuilding exercises, forums, school activities and professional growth activities
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge of baking methods and equipment and methods of preparing and serving baking items in large quantities. Must have the ability to plan and organize work, interpret and follow instructions, work under pressure, work independently or in a team setting, perform mathematical computations, and read ingredients and measure recipes. Must have the ability to implement, analyze, and develop new products and expand/decrease recipes in accordance with federal guidelines. Must have the ability to work cooperatively with administrators, staff, parents, students, consultants and teachers, as well as direct others in the preparation of bakery and other food items. Must be able to recognize and report hazards and apply safe work methods.

### **EDUCATION AND EXPERIENCE**

High School Diploma/GED required, Culinary School experience a plus. Must have a minimum of 5 years of large-scale preparing bakery items or equivalent experience. Previous experience working in a sustainable kitchen and/or school food services environment a plus.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift a minimum of 50 pounds, stand for long periods of time and withstand heat

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

Active Sanitation Certification

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/19
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