

Baker

Position Summary

Under general supervision, performs a variety of baking duties and assists with the preparation of breads, rolls, muffins, cookies, pies, cakes, doughnuts, biscuits, and other pastries.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Prepares breads, rolls, muffins, cookies, pies, cakes, doughnuts, biscuits, and other pastries, including icings and frostings, according to established recipes
- Reviews production schedules to determine variety and quantity of goods to bake and to assemble supplies and equipment needed for daily baking activities
- Spreads or sprinkles a range of various toppings on specialty baked items
- Shapes dough for cookies, pies, and fancy pastries either by hand or by using dough rollers and cookie cutters
- Receives ingredients and other supplies from main kitchen and/or pantry as required for daily operations
- Cuts and weighs dough into uniform portions with knife or divider, molds dough into loaves or other shapes, and places in pans; proofs dough and bakes in oven using peel; inspects product for quality during and after baking and makes adjustments to processes as required
- Cleans and maintains work areas, utensils, and equipment
- Detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions
- Completes production sheets and other records as required
- May be required to prepare baked goods for special diets
- Performs miscellaneous job-related duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or GED equivalent preferred
- One year of experience working in a kitchen setting preferred
- Ability to prepare and bake a variety of pastries, rolls, and other baked goods
- Ability to monitor and maintain quality control standards
- Ability to receive, stock, and deliver goods
- Ability to gather data, compile information, and prepare reports
- Knowledge of maintenance and care of culinary facilities, equipment, supplies, and materials
- Knowledge of food preparation and presentation methods, techniques, and quality standards
- Knowledge of supplies, equipment, services ordering, and inventory control