

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

Title Production Baker  
Supervisor's Title Manager, Central Kitchen  
Date Prepared \_\_\_\_\_ Date Reviewed 3/99 Date Reviewed \_\_\_\_\_  
Employee/Incumbent Review \_\_ Immediate Supervisor Review \_\_ GCEA Review \_\_  
Dept Aprvl \_\_\_\_\_ HRM Aprvl \_\_\_\_\_ Superintendent Aprvl \_\_\_\_\_  
Location \_\_\_\_\_ Lane \_\_\_\_\_  
Implementation Date \_\_\_\_\_ ADA Review \_\_\_\_\_  

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**Job Summary**

Measures, mixes and bakes various items (bread, cookies, cakes, and other goods) in large quantities. Works with large commercial mixing and baking equipment. Supervises baking crew and cooks. Maintains records for production of baked goods.

**Essential Functions**

Prepares and mixes ingredients and bakes items at proper temperature for proper length of time. Daily, maintains stock of supplies by monitoring and ordering them and cleans up machines and area. Supervises cooks and baking crew. Keeps records of materials used for computation in office. Fills out material sheet for goods needed. Performs duties such as general cleanup, sanitation and light repairs. Needs to be able to work flexible hours to facilitate special projects.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

Requires skill in basic mathematics. Must be able to operate specialized industrial baking and mixing kitchen equipment. Requires advanced knowledge of baking. Needs to be able to be ServeSafe trained and monitor others.

**Minimum Entrance Requirements for Training**

Must have high school diploma or equivalent. Must be able to complete district baking training.

**Minimum Entrance Requirements for Prior Experience**

Requires four years of baking experience in a large kitchen (such as high school, central kitchen) with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Responsible for availability and proper functioning of equipment and adequacy of supplies. Accountable for daily preparation and quality of individual dishes. Some responsibility for safety in handling hot pans, etc. Coordinates production with kitchen staff.

### **Interaction with Others (Non-Supervisory)**

Works with central kitchen staff, warehouse staff and maintenance.

### **Supervision**

Supervises and trains 6 - 12 people and is fully accountable for their performance including hiring and disciplinary actions. Must train kitchen workers in proper procedures and ServeSafe requirements. Evaluates performance of kitchen workers with special needs under incumbent supervision. Some planning needed to coordinate work group activities.

### **Working Environment**

Standard commercial kitchen conditions with exposure to heat, cold, stagnant air, humidity, slippery floors, and potentially hazardous equipment. Some pressure to meet deadlines and lay out work for next crew.

### **Physical Demand Characteristics**

Sustained physical activity. Frequent lifting of items over 50 pounds. Most lifting is not over 130 pounds. Must be able to stand for long periods of time while stirring and moving product.