SERIES CONCEPT

Bakers perform or supervise baking duties in a campus bakery; and perform other related duties as required.

Incumbents typically weigh, sift, measure and mix baking ingredients; add shortening, yeast, leavening agents, seasoning, water and milk; prepare ingredients and bake bread, rolls, cookies, pies, cakes, biscuits and puddings; operate ovens and maintain proper temperature levels; may prepare desserts, fillings and icings; may prepare special diets for patients in a dietary unit; and may supervise Assistant Bakers and Food Service Workers in the preparation of bakery products and in the maintenance of sanitation and safety standards in a campus bakery or kitchen.

The series consists of four levels. Assistant Baker is the sub-journeyman level; Baker is the journeyman level; Senior Baker is the advanced journeyman or working supervisory level; and Principal Baker is the full supervisory level.

CLASS CONCEPTS

Principal Baker

Under general supervision, incumbents plan and supervise the preparation and delivery of bakery products and the maintenance of sanitary standards in a large campus bakery.

Incumbents typically supervise a large group of Senior Bakers, Bakers and Assistant Bakers in the preparation of bakery products and in the maintenance of sanitary standards; maintain quality and/or portion control of bakery products; supervise the delivery of completed orders; order supplies for the bakery; may assist in the planning and development of new baked products; may supervise and/or assist in the preparation of modified diet items in a hospital dietary operation; and may have the overall responsibility for scheduling of a group of Senior Bakers, Bakers and Assistant Bakers in a shift operation.

Positions in this class differ from those in the Senior Baker class in that incumbents typically have planning, scheduling, supervisory, quality and cost control responsibility over operations of a campus bakery.
Senior Baker

Under supervision, incumbents supervise a group of Bakers and Assistant Bakers and perform the more difficult duties in a campus bakery.

Incumbents typically act as working supervisors for groups of Bakers and Assistant Bakers in the performance of duties outlined in the Series Concept; train takers and Assistant Bakers; schedule, coordinate and evaluate the work of Bakers and Assistant Bakers; decorate fancy bakery products; and may prepare specialized menu items in a hospital dietary.

Positions in this class are distinguished from those in the Baker class by the greater supervisory responsibility and the performance of more difficult baking duties.

Baker

Under supervision, incumbents perform journeyman level baking duties as outlined in the Series Concept.

Incumbents typically train and/or supervise one or more Assistant Bakers in the performance of baking duties in a campus bakery and perform journeyman level baking duties.

Positions in the Baker class differ from those in the Assistant Baker class in that incumbents perform journeyman level duties requiring previous training or experience in the preparation of bakery products.

Assistant Baker

Under supervision, incumbents perform sub-journeyman level duties in a campus bakery.

Incumbents typically assist Bakers in the making of bread, rolls, biscuits, cakes, puddings, pies and desserts; measure and mix ingredients to make dough and batter; prepare pans to receive dough or batter prior to baking; and may make fillings, icings and crusts for pies. Positions in this class differ from those in the Food Service Worker Series in that incumbents perform specialized sub journeyman level food preparation duties in a campus bakery.

MINIMUM QUALIFICATIONS

Principal Baker

Ability to read, write, perform basic arithmetic calculations, and five years of experience in the preparation of bakery products and general maintenance of a bakery or kitchen area including at least one year of supervisory responsibility; or an equivalent combination of education and experience.

Senior Baker

Ability to read, write, perform basic arithmetic calculations; and four years of experience in the preparation of bakery products and general maintenance of a bakery or kitchen area; or an equivalent combination of education and experience.
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Baker

Ability to read, write, perform basic arithmetic calculations, and three years of experience in the preparation of bakery products and general maintenance of a bakery or kitchen area; or an equivalent combination of education and experience.

Assistant Baker

Ability to read, write, perform basic arithmetic calculations, follow oral and written instructions, and two years of experience in the preparation of bakery products and general maintenance in a campus bakery or kitchen area; or an equivalent combination of education and experience.