

**NUTRITION SERVICES PRODUCTION BAKER****DEFINITION**

Under direction of a Nutrition Services Area Supervisor, plans, organizes and performs a variety of skilled baking duties in a central production kitchen facility for distribution to all District school sites; trains and provides work direction to nutrition services personnel as necessary; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Plans, organizes, oversees and performs skilled baking duties in accordance with prepared menus, student participation estimates and catering assignments. Consults with supervisor to coordinate workload, supplies and schedules. Plans and orders necessary ingredients and determines work procedures, time and equipment required.

Working with standardized and experimental recipes, mixes and bakes cookies, yeast breads, quick breads, muffins, rolls, biscuits, fruit breads and other items. Cools, cuts and wraps items; operates commercial kitchen and baking equipment including mixers, ovens, slicers, grinders, and other utensils; calculates amount of baked goods required for sites, special events and contract programs; counts and stores for dispatch to school site kitchen facilities; wraps, freezes and stores surplus bakery goods. Cleans and maintains utensils, equipment and work areas in a clean and sanitary condition. Trains and provides work direction to nutrition services personnel as necessary.

Performs cashier duties, receiving money, cards, or numbers from students and staff for paid, pre-paid, free and reduced meals. Tallies, counts and records served and left over food items. Counts, records, balances and bags money; prepares deposit slips, cash and dispatch sheets and other forms as assigned; maintains a variety of records; participates in taking periodic inventory of food and other items; performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The **Nutrition Services Production Baker** performs skilled baking duties in a central production kitchen for distribution to all school sites within the District. The **Nutrition Services Assistant I** performs a variety of routine food preparation, serving and clean-up tasks in an assigned school site kitchen facility. This is the entry-level classification in the nutrition services series. The **Nutrition Service Assistant II** is assigned either to a central production kitchen or a Middle school non-production kitchen. At a central production kitchen, incumbents are assigned responsibility for preparation of food items for distribution to a specific site kitchen or kitchens, special programs, and/or catered events, in addition to the preparation and serving of food at the production middle school. At a non-production kitchen middle school, the single II position functions as a senior or lead. The **Nutrition Service Assistant III** performs specialized food preparation and service duties requiring extensive experience and expertise, in support of the District-wide catering program.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Methods, procedures, ingredients and equipment used in the quantity preparation of a wide variety of baked goods including yeast breads, muffins, rolls, cookies, fruit Breads, biscuits and other items; methods used to adjust recipes; operation of commercial kitchen equipment; standard sanitation and safety practices; governmental regulations pertaining to portion control, conversions and

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nutrition; basic techniques used in providing training and work direction to others; basic mathematics; basic record keeping practices.

**Ability to:** Plan, organize and oversee work for a centralized baking operation; prepare baked goods for school sites, special programs and catered events according to prepared menus and estimates; understand and follow oral and written directions; perform a variety of skilled baking procedures such as mixing, kneading, shaping and decorating items; follow and adjust recipes, making conversions for quantity and available ingredients; prepare attractive, tasty and nutritious baked goods; operate kitchen machines and equipment; maintain food preparation and serving areas and equipment in a clean and sanitary condition; perform assigned duties in an organized and efficient manner in accordance with established timelines; be flexible and able to adapt to changes in routine and duties; work independently without immediate supervision; train and provide work direction to others; establish and maintain cooperative and effective working relationships with co-workers, school staff, parents and others; assist in maintaining order in the lunch lines; accurately perform basic mathematical calculations; make change quickly and accurately; maintain basic records; be reliable in attendance, punctuality, and follow-through; maintain grooming, personal hygiene and dress appropriate for job duties and as an adult role model; learn the use of a computerized cash register; follow health and sanitation requirements; and obtain a Food Handler's Certificate.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance and bend in the performance of food service functions during entire work shift; strength to regularly transport food items and materials weighing up to 50 pounds; sufficient finger dexterity to operate kitchen equipment and grasp, push, and pull heavy equipment and objects (e.g. food carts, storage racks, materials, supplies, etc.) weighing approximately 100 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print. Work is performed in a school food service facility and incumbents are exposed to temperature extremes, loud noises and occasionally outdoor environments.

**Typical Background:** Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be two years of quantity baking experience, supplemented by course work in food production and/or baking **or** two years of school food service experience, including a minimum of six months as baker's assistant.

**Licenses and/or Certificates:** Valid Food Handler's Certificate.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

Revised 1991 – Marlys Grodt & Associates

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