

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BAKER

Reports To: Designated Supervisor

UW Job Code: 7265

UW Job Family: 73 - Food Service

SOC Code: 51-3011

FLSA: Non-exempt

Pay Grade: 13

Date: 7-1-00 (revised 7-1-02; 2-10-03; 7-1-04; 7-1-06; 5-1-21)

JOB PURPOSE:

Participate in the preparation of a large volume of bakery goods for the University's food service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Check daily work orders to determine which pans should be prepared for production, grease and/or line with paper; transport to proper bakery work stations.
- Bake food in a clean, safe and sanitary manner; present self with a neat and clean appearance.
- Carry and distribute baking supplies such as flour, shortening, sugar and baking powder.
- Read, test and adjust recipes; weigh and measure baking ingredients according to instructions; adjust and preheat ovens to desired temperatures for baking.
- Participate in proper techniques of mixing, kneading, shaping and cutting dough; prepare other bakery products such as puddings and pie fillings.
- Perform proper and safe operation of bakery equipment and utensils; clean work areas and equipment/machines according to prescribed procedures and schedules.

SUPPLEMENTAL FUNCTIONS:

- Assist with determining ingredient quantities necessary to fill specific food service orders.
- Prepare baked goods for delivery by arranging products in proper containers; count and load goods onto caddies for delivery.
- Assist in the preparation of made-to-order items including special frosting, icing and decoration of bakery goods.

COMPETENCIES:

- Attention to Detail
- Ability to learn

- Quality Orientation
- Safety Awareness
- Teamwork (Cooperation)
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Techniques used in large-scale production baking.
- State and local health and sanitation codes related to the operation of a bakery.
- Mixing, kneading, shaping and cutting dough.
- Maintenance and care of culinary facilities, equipment, supplies, and materials.
- Food preparation methods, techniques and quality standards.
- Ingredient quantities for specific orders.
- Supplies, equipment, and/or services ordering and inventory control.
- Distribution methods and techniques.
- Recipe testing and adjustments.
- Weighing and measuring ingredients used in baking.

Skills and Abilities to:

- Perform techniques used in large-scale production baking.
- Use basic math skills to add, subtract, multiply and divide amounts and quantities.
- Move heavy objects, up to approximately 50 pounds.
- Clean work areas and equipment/utensils according to prescribed procedures and schedules.
- Safely use standard bakery equipment and utensils.
- Monitor and/or maintain quality control standards.
- Receive, stock, and/or deliver goods.
- Gather data, compile information, and prepare reports.
- Prepare and bake a variety of pastries, rolls, and/or other baked goods.
- Read, test, and adjust recipes.

WORKING CONDITIONS:

Standard kitchen environment; daily exposure to heat from the ovens and other hazards associated with the use of bakery equipment and utensils; may occasionally be required to work irregular hours.

DISTINGUISHING FEATURES:

Baker: Performs baking tasks as assigned according to established standards under general supervision.

Baker, Senior: Performs the work done by Bakers under limited supervision and provides project or group leadership.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.