

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

POSITION TITLE BAKER II
 IMMEDIATE SUPERVISOR COORDINATOR OF FOOD SERVICE

ORIGINATION DATE AUGUST 15, 1990
 LAST REVISION DATE MAY 1, 2004
 BAND & GRADE A-1-2-2-

 SUPERVISOR EMPLOYEE

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Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

JOB SUMMARY (Basic Purpose of Position)

TO PREPARE BAKED ITEMS FOR THE SENIOR HIGH BREAKFAST, LUNCH, ALA CARTE AND CATERING MENUS.

REGULAR ROUTINE DUTIES: of Things to Accomplish in Major Job Function	List	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What You Have to Know to Accomplish Duty of Funcion	PERFORMANCE STANDARDS: Will You Know the Job is Done?	How
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Note: List each major job function prior to listing of routine duties, skills, and performance standards

1. ORDER ITEMS NEEDED FOR FUTURE MENUS	A-1	10D		KNOWELDGE: OPERATING KITCHEN EQUIPMENT	1. ALL ITEMS WERE ORDERED FROM VENDOR
2. PREPAN FROZEN ITEMS TO BAKE	A-1	15D		SAFETY & SANITATION PORTION CONTROL	2. ALL ITEMS WERE PANNED AND READY TO BAKE
3. PROOF YEAST PRODUCTS AS NEEDED	A-1	15D		ABILITY TO:	3. YEAST ITEMS WERE PROOFED
4. BAKE ITEMS NEEDED TO MEET DAILY MENUS	A-1	20D		PLAN ORGANIZE	4. ALL BAKED ITEMS FOR DAILY MENU WERE AVAILABLE
5. CLEAN AND SANITIZE ALL EQUIPMENT AND UTENSILS	A-1	10D		COMMUNICATE DRIVE VEHICLE	5. EQUIPMENT AND UTENSILS WERE CLEANED & SANITIZED
6. DELIVER MENU ITEMS TO SATELLITE SITES	A-1	10D		SKILL:	6. SATELLITE SITES RECEIVED THEIR MENU ITEMS
7. OPERATE FRENCH FRYER	A-1	15D		OPERATE EQUIPMENT	7. ITEMS THAT WERE FRIED WERE WELL RECEIVED BY CUSTOMERS
8. OTHER DUTIES ASSIGNED	A-1	5D		DRIVE VEHICLE	8. DUTIES WERE FINISHED