

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE August 15, 1990
 LAST REVISION DATE February 2019
 BAND & GRADE A-1-2-2

POSITION TITLE Baker II

IMMEDIATE SUPERVISOR Food & Nutrition Services Coordinator

Job Summary (Basic Purpose of Position)

To prepare baked items for breakfast, lunch, ala carte and catering menus.

SUPERVISOR

EMPLOYEE

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

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<ol style="list-style-type: none"> 1. Order items needed for future menus. 2. Prepare frozen items to bake. 3. Proof yeast products as needed. 4. Bake items needed to meet daily menus. 5. Clean and sanitize all equipment and utensils. 6. Deliver menu items to satellite sites. 7. May drive district vehicle(s) for satellite service, catering events, and/or mobile food service operations. 8. Other duties as assigned. 	<p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p>	<p>10D</p> <p>15D</p> <p>15D</p> <p>20D</p> <p>10D</p> <p>10D</p> <p>15D</p> <p>5D</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Operating kitchen equipment 2. Safety & sanitation 3. Portion control <p>Ability to:</p> <ol style="list-style-type: none"> 1. Plan 2. Organize 3. Communicate effectively with students and staff 4. Work independently 5. Drive Vehicle 6. Maintain a valid driver's license 7. Maintain confidentiality 8. Demonstrate consistent and reliable attendance <p>Skill in:</p> <ol style="list-style-type: none"> 1. Operating Equipment 	<ol style="list-style-type: none"> 1. All items were ordered from vendor. 2. All items were panned and ready to bake. 3. Yeast items were proofed. 4. All baked items for daily menu were available. 5. Equipment and utensils were cleaned and sanitized. 6. Satellite sites received their menu items. 7. Provide satellite service, event catering and mobile food service as directed. 8. Duties were finished.