

## HEAD BAKER

### DESCRIPTION OF WORK

This is supervisory work with responsibility for all bakery activities in the food service operation of a college, hospital, or institution.

Employees manage the bakery shop in a large food service operation by planning and preparing the baked goods to fulfill the menu requirements. Work involves the training and supervision of several lower level bakers or food service personnel in preparing breads and desserts. Work is performed rather independently with periodic review by the kitchen manager or food service director for the quality of baked goods, sanitary standards, and sufficient quantities of baked goods to meet the menu requirements.

### EXAMPLES OF DUTIES PERFORMED

Supervises the baking of loaf bread, rolls, biscuits, muffins, pies, cakes, pastries, and other baked goods.

Plans, determines, and requisitions necessary materials and supplies to meet the baking needs of the institution.

Instructs and supervises subordinate employees in the proper mixing and preparing of various baked items.

Regulates oven temperatures and rearranges items in the oven to take advantage of varying degrees of heat in the baking process.

Mixes, kneads, and molds bread dough; rekneads or molds bread dough if it rises too quickly or moves bread dough to hasten its rising; cuts, weighs, and pans bread dough; and prepares pie crust and toppings for various dessert items.

Consults with supervisor regarding the substitution of various bread or pastry items and adapts new methods to vary the menu or relieve the monotony of various items.

Recommends to supervisor the need for new equipment or changes in existing equipment.

Supervises the washing of equipment and utensils as well as the cleaning of the floors and walls of the bakery for standards of sanitation.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Thorough knowledge of the materials and techniques used in the large scale, baking of breads and pastries.

Thorough knowledge of the baking times and temperatures of a variety of baked goods.

Thorough knowledge of the uses and adaptabilities of equipment commonly found in a large bakery.

Considerable knowledge of food sanitation principles and methods of maintaining such standards.

Skill in the mixing and kneading of bread and various bread items.

Ability to estimate needed materials to prepare baked items for a large number of persons.

Ability to train and supervise subordinate personnel in proper baking methods and practices.

#### Minimum Education and Experience

Education and/or experience in baking in a commercial or institutional setting that is directly related to the job and consistent with accepted practices of the trade equivalent to three years of experience.

#### Special Requirement

Possession of or ability to secure a valid health certificate issued by the County Health Department if required by the employing agency.