

BAKERY TECHNICIAN

DEFINITION

Under general direction of the Food Services Production Supervisor to supervise the production activities in the bakery department of production kitchen.

DISTINGUISHING CHARACTERISTICS

This is a one class position, typically full time, with the responsibility for overseeing the bakery preparation center of the production kitchen. This position may work swing shift.

ESSENTIAL FUNCTIONS

Prepares and bakes in large quantities, cinnamon rolls, bread, cakes, pies, cookies, desserts and other pastries from approved recipes.

Estimates quantities of ingredients to be used.

Determines quantities of supplies needed for the baking function and to meet menu requirements and arranges for proper storage.

Assists with ordering bakery items for all required sites and catering events.

Keeps baking area clean and maintains standards of efficiency and sanitation in the baking operation.

Insure all orders are delivered according to current bid specifications.

Organize assembly and packaging of all bakery foods for distribution.

Clean and maintain all production equipment in the bakery department.

Consult with the production manager on recipe development and quality control matters.

Assist in orientation, training and direction of personnel within the bakery department.

Assist in maintaining operational costs within prescribed budgetary limits.

May instruct one or more food service workers in preparation of foods and cleanliness of utensils and equipment.

Completes monthly and annual inventories.

Assist with production schedules that will maximize the utilization of personnel and equipment.

Update portion control guidelines so that they are consistent with United States Department of Agriculture regulations, purchasing specifications and student needs.

Apply quality control standards to the purchase, production and distribution of food.

Assists in updating all bakery recipes and keeping a master file.

Perform other related duties.

QUALIFICATIONS

Knowledge of:

Sanitation principles applicable to kitchen maintenance and proper safety; implementing the basic principles of quantity food production; operating mechanical equipment used in a production kitchen.

Ability to:

Coordinate the flow of raw materials to produce the highest quantity product; work with quantity recipes and food formulation, including alteration of recipes to increase yield and production quality; perform arithmetic calculations with speed and accuracy; maintain cooperative relationship and work effectively with those contacted during the course of work; prepare reports in a complete and timely manner; communicate effectively, both orally and in writing; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 31 pounds and floor lift 31 pounds in an employee entrance evaluation.

Experience:

One or more years experience of increasing responsibility in an institutional or commercial quantity food service program.

Education:

Equivalent to completion of high school; or equivalent experience in food services coursework pertaining to quantity food preparation, food service management, nutrition, sanitation and safety is desirable.