

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, SENIOR

Reports To: Designated Supervisor

UW Job Code: 7266

UW Job Family: 73 - Food Service

SOC Code: 51-3011

FLSA: Non-exempt

Pay Grade: 15

Date: 7-1-00 (revised 7-1-02; 7-1-04; 7-1-06)

JOB PURPOSE:

Perform associated baking tasks; participate in preparation of large volume production of bakery goods for the University's food service. Perform work team leader duties in overseeing others and providing training and guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for organization, cleanliness and sanitation of bakery.
- Prepare bakery operation reports as needed.
- Perform work team leader duties in providing direction, training and guidance to others on shift.
- Participate in proper techniques of mixing, kneading, shaping, cutting and baking dough; prepare other bakery products such as puddings and pie fillings.
- Bake food in a clean, safe and sanitary manner; present self with a neat and clean appearance.
- Determine ingredient quantities required to fill orders; prepare inventory records, order supplies and equipment; receive supplies and provide direction for storage of supplies.
- Direct and coordinate bakery deliveries.
- Read, test, and adjust recipes; weigh and measure baking ingredients according to instructions.

SUPPLEMENTAL FUNCTIONS:

- May make hiring recommendations; may train designated bakery personnel.
- May prepare made-to-order items including special frosting, icing or decoration of bakery goods.

COMPETENCIES:

- Attention to Detail
- Quality Orientation
- Safety Awareness

- Teamwork (Cooperation)
- Technical/Professional Knowledge
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **3 years direct work-related experience**

Required licensure, certification, registration or other requirements:

- **Culinary Institute Certification is preferred**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Techniques used in large-scale production baking.
- State and local health sanitation codes related to the operation of a bakery.
- Maintenance and care of culinary facilities, equipment, supplies and materials.
- Food preparation and presentation methods, techniques, and quality control.
- Supplies, equipment, and/or services ordering and inventory control.
- Reports preparation and compilation.
- Recipe adjustment and testing.
- Distribution methods and techniques.
- Weighing and measuring ingredients used in baking.
- Determining ingredient quantities according to specific orders.
- Mixing, kneading, shaping and cutting dough.
- Coordination and directing of bakery deliveries.
- Personnel training and hiring techniques.

Skills and Abilities to:

- Provide directions and training.
- Safely use bakery equipment and utensils.
- Perform, or train others, in bakery techniques.
- Perform techniques used in large-scale production baking.
- Move heavy objects, up to approximately 50 pounds.
- Prepare and bake a variety of pastries, rolls and/or other baked goods.
- Monitor and/or maintain quality control standards.
- Receive, stock and/or deliver goods.
- Prepare routine administrative paperwork.
- Gather data, compile information, and prepare reports.
- Lead and train staff and/or students.
- Read, test, and adjust recipes.
- Use basic math skills to add, subtract, multiply and divide amounts and quantities.

- Clean work areas and equipment/utensils according to prescribed procedures and schedules.

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 on a shift.

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.