

Baker

Position Details

Class Code: 5020

Job Family: Food Service

Classification: Support Professional

Terms of Employment: Pay Grade 43 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, prepares and bakes a variety of breads and pastries.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares and bakes cakes, muffins, cookies, rolls, and other pastries.
 2. Prepares cinnamon rolls and donuts for breakfast program.
 3. Controls weight and quality of bakery products.
 4. Maintains records of amounts of bakery products prepared.
 5. Operates kitchen equipment.
 6. Maintains working area, equipment, and utensils in clean and sanitary condition.
 7. Assists manager in ordering, checking, and storing of supplies.
 8. Conducts inventory of food, materials, and supplies.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves preparing and baking of a variety of breads and pastries in a large central kitchen.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of baking methods and equipment.
 2. Ability to plan and organize work.
 3. Ability to interpret and follow instructions.
 4. Ability to work under pressure.
 5. Ability to prepare and bake pastries.
 6. Ability to perform mathematical computations.
 7. Ability to read ingredients and measure recipes.
 8. Ability to work cooperatively with administrators, faculty, parents/guardians, students, and other employees.
 9. Ability to read ingredients and measure recipes.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year baking experience; or,
One (1) year training in food service; or,
Three (3) months training as a baker in Clark County School District central kitchen may be substituted for above experience.

Licenses and Certifications

Current Southern Nevada Health District (SNHD) Food Handler Safety Training Card at time of hire.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Current copy of SNHD Food Handler Safety Training Card.

3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools and other District facilities.

Work Environment

Strength

Medium/heavy - Exert force to 50 lbs., frequently; or 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, video display terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Climate-controlled office setting. Occasional extreme cold and heat due to temperatures associated with kitchen areas (i.e., ovens, grills, refrigerators/freezers, etc.). Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Exposure to electric shock. Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copiers, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/18/21
- Created: 07/31/91