



Provincial Job Description

TITLE:
(328) Baker

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the organizing, producing and distributing of baked goods.

QUALIFICATIONS:

- ◆ Journeyman Cook certificate
- ◆ Food Safe certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** No previous experience.

KEY ACTIVITIES:

A. Baking

- ◆ **Prioritizes baking tasks.**
- ◆ **Prepares ingredients for baking (e.g., portion and measure).**
- ◆ **Prepares and bakes cakes, pies, muffins, cookies, loaves, biscuits and breads.**
- ◆ **Prepares desserts (e.g., cobblers, crisps).**
- ◆ **Develops, tests and adjusts recipes.**
- ◆ **Packages and labels baked goods.**
- ◆ **Bakes for special events.**
- ◆ **Prepares special items for various diets (e.g., diabetic).**
- ◆ **Prepares catering items.**
- ◆ **Ensures Quality Control of baking.**
- ◆ **Monitors food production and service standards.**

B. Serve

- ◆ **Portions baked items.**

C. Clean / Sanitize / Disassemble

- ◆ **Cleans and sanitizes work area, equipment, surfaces.**
- ◆ **May pre-clean/wash dishes, pots and pans.**

D. Related Key Work Activities

- ◆ **Participates in Quality Control.**
- ◆ **Selects recipes and diet alterations.**
- ◆ **Participates in recipe and product quality evaluations.**
- ◆ **Provides occasional guidance to other staff.**
- ◆ **Ensures safe food preparation.**
- ◆ **Monitors equipment temperatures to ensure food quality (e.g., fridges, freezers, oven).**
- ◆ **Opens kitchen, turns on ovens.**
- ◆ **Orders, receives, rotates and maintains inventory.**
- ◆ **May call-in/replace staff.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: Mar 21/12