



# *Provincial Job Description*

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***TITLE:***  
**(328) Baker**

***PAY BAND:***  
**12**

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***FOR FACILITY USE:***

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***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:**

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**SGEU:**

**SAHO:**

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**Date: Mar 21/12**