



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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Food Safe certificate
- ◆ Driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Six (6) months on-the-job experience in order to become familiar with timelines, special diets, large quantity food/baking production and department policies and procedures.

KEY ACTIVITIES:

A. Baking

- ◆ **Prioritizes baking tasks.**
- ◆ **Prepares ingredients for baking (e.g., portion and measure).**
- ◆ **Prepares baked goods and desserts.**
- ◆ **Develops, tests and adjust recipes.**
- ◆ **Portions, packages and labels baked goods.**
- ◆ **Prepares catering and special event items.**
- ◆ **Prepares items according to diet guidelines.**
- ◆ **Ensures Quality Control of baking.**
- ◆ **Monitors food production and service standards.**
- ◆ **Ensures and performs temperature audits on food and equipment.**

B. Clean/Sanitize/Disassemble

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

C. Related Key Work Activities

- ◆ **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 schedule and 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: May 8, 2019