

# WESTERN MICHIGAN UNIVERSITY

**TITLE:** Assistant Baker/Alternate Head Baker

**CLASSIFICATION:** F-2

## **FUNCTIONS:**

This position provides baking services for the residence hall dining unit(s) and assists the Head Baker. On a temporary or supplemental basis, this position performs the functions of a Head Baker. The incumbent prepares cakes, pies, breads, pastries, and other bakery products and directs other baking positions in the preparation of baked goods. This position uses prepackaged mixes, frozen items, ready to use batters and/or standardized recipes to prepare bakery items. In collaboration with unit supervisors, the incumbent establishes weekly production work sheets required to produce bakery items specified in weekly menus. This position reviews all dining service menus and compiles work charts showing totals of all bakery items required. The incumbent requisitions supplies from the storeroom, and works out formulae to increase/decrease ingredients. This position prepares, cuts and/or dishes all bakery products used in the dining service unit and ensures that serving lines are fully stocked during serving periods. The incumbent completes production summary sheets, tracking quantities of bakery products prepared and served.

This position measures ingredients and uses floor and counter-top mixers, slicers and other food-processing equipment, and hand implements including knives, parers, wire whisks and other utensils to prepare ingredients; combines ingredients in accordance with standardized recipes and production sheets; bakes items; and portions finished products. The incumbent may use pastry tubes and other implements to decorate bakery products. In the process of baking, the incumbent operates convection ovens, rotary ovens, mixers, steam kettles, fryers, and hand implements.

This position maintains the work area in a neat, clean and orderly condition and maintains strict compliance with all federal, state and University standards for cleanliness and sanitation. The incumbent performs all work in accordance with established sanitation and safety practices. The incumbent complies with all OSHA/MIOSHA regulations and requirements governing the operation of mechanical and electrical food processing equipment and of baking equipment, including ovens and steam kettles.

This position performs other functions as requested by supervisory personnel.

## **QUALIFICATIONS:**

The incumbent must be able to read and comprehend all written instructions, all health and sanitation regulations, and all safety regulations and requirements governing the performance of job duties. Sufficient reading comprehension to accurately interpret written recipes and production sheets is

required, as are sufficient writing skills to prepare requisitions and production summary sheets. The incumbent must have a good basic knowledge of mathematical concepts including fractions, decimal fractions and percentages in order to proportionally increase and decrease standard recipes to produce required quantities of menu items. Knowledge of weights and measures and standard conversions is required. A minimum of one (1) year experience in commercial food preparation, including baking, is required. Ability to provide training and direction for other baking positions is required. Within 12 months of obtaining this position, the incumbent must function independently as the Head Baker when assigned.

In order to perform the essential functions of the job, the incumbent must be able to raise containers of ingredients weighing 50 lbs. from floor level to counter height (34") ten (10) times per day and 20 lb. containers from floor level to counter height (34") twenty to forty (20-40) times per day. The incumbent must be able to place sheet trays weighing 25 lbs. each them on racks in ovens and carts from 6" above floor level to 6' above floor level, and must be able to move bakery carts with loads of 100 lbs. distances of 100 feet.

In order to prepare ingredients, the incumbent must be able to operate floor mixers with a control located 60" (5 feet) from the floor and a mixing bowl height of 34"; table top mixers with a bowl height of 50"; and must be able to chop and slice ingredients using hand-held knives, etc. In order to bake menu items, the incumbent must be able to operate rotary and convection ovens; roll machines; steam kettles; and other baking apparatus. Placing items in and removing finished products from ovens requires the incumbent to move trays/baking sheets/pans weighing up to 25 lbs as many as 90 -100 times per day. The incumbent must be able to maneuver and manipulate ingredients and hand-held utensils and to operate power-driven and mechanical equipment, and must be able to stir, slice, cut and perform other food preparation/baking tasks for 30-60 minutes at a time for the entire length of shift. The incumbent's arms and hands may be exposed to water up to 3 hours per day while washing, rinsing and otherwise preparing ingredients. Most baking duties require the incumbent to stand at counters and baking stations.

The incumbent must be able to tolerate exposure to extreme temperatures, ranging from - 10<sup>0</sup> F in freezers to 500<sup>0</sup> F in convection ovens; to high humidity; to airborne flour, and to live steam. The incumbent must be able to tolerate contact with flour, sugar, yeast, raw eggs, spices and other baking ingredients. The incumbent must also be able to tolerate exposure to cleansers, de-limers, detergents, bleach, ammonia and ammonia based products, disinfectants and other cleaning and sanitizing agents employed in the kitchens. The incumbent must be able to enter and maneuver in restricted spaces in order to retrieve ingredients from freezers and refrigerators located in production areas. The incumbent must have sufficient vision with or without corrective lenses in order to accurately read recipes, production sheets, and labels. The incumbent must have sufficient visual acuity and dexterity to utilize pastry tubes and other implements to decorate bakery products.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.