

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BAKERY LEAD

BASIC FUNCTION:

Under the direction of the Manager-Food & Nutrition Services Production, perform quality bakery preparation in a specialized large quantity central kitchen food service operation; coordinate staff to meet production schedules; train and provide work direction to assigned staff.

ESSENTIAL FUNCTIONS:

Perform quality bakery preparation in a specialized large quantity central kitchen food service operation.

Operate a variety of kitchen equipment and appliances; assure equipment is properly used and maintained; operate standard office equipment as assigned; assure proper temperatures of food in storage and cooking/baking activities.

Train and provide work direction and guidance to assigned food service staff in bakery production and use of bakery equipment; contact baking service technicians outside of the District office; participate in the training and scheduling of assigned personnel.

Order, receive, inventory and check ingredients requisitioned; properly prepare the appropriate foods in the amounts specified; accurately follow recipes and update as necessary.

Maintain the highest standards in food quality, sanitation, safety and efficiency within the bakery.

Prepare and properly store finished goods in a safe and sanitary manner; assure proper accounting of food items according to established policies and procedures.

Assure proper sanitary conditions in the use, preparation and handling of food, supplies, equipment, utensils and work areas.

Prepare and maintain records of daily production, temperature of food produced and other records related to assigned activities.

Operate a vehicle to conduct work as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.
Health, safety and sanitation regulations related to various food service operations.
Applicable laws, codes, rules and regulations related to assigned activities.
Methods, techniques and standards of proper storage and preparation of food items.
Recipe conversion procedures.
Record-keeping techniques.
Inventory methods and techniques.
Mathematical computations.
Operation and care of kitchen equipment.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

ABILITY TO:

Perform quality bakery preparation in a specialized large quantity central kitchen food service operation.
Plan, organize and coordinate the activities and operations of the District's Central Kitchen and bakery.
Assure food is prepared according to established recipes and quality standards.
Prepare and store food in a safe and sanitary manner.
Train and provide work direction and guidance to assigned food service staff.
Operate kitchen equipment used in quantity food preparation.
Interpret, apply and explain health and sanitation requirements.
Assure food service equipment and facilities are in a clean and sanitary condition.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain consistent, punctual and regular attendance.
Speak, read and write English at a level required for satisfactory job performance.
Move hands and fingers to operate standard kitchen utensils and appliances.
Hear and speak to exchange information.
See to read a variety of materials and inspect the work of others.
Walk, stand or sit for extended periods of time.
Bend at the waist, kneel or crouch.
Reach overhead, above the shoulders and horizontally.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and four years of experience in the preparation of large quantities of bakery items using automated bakery equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification.

Valid California Class C driver's license.

Floor-lift 40 pounds, arm-lift 40 pounds, and push and pull up to 75 pounds on a rolling rack or cart.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

Driving a vehicle to conduct work.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.