

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

BAKER

DEFINITION

Prepares bakery products; and performs routine baking tasks; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Bakes bread, rolls, cakes, pies, cookies, and other bakery products; measures and mixes ingredients; cuts and shapes dough; places dough in molds or pans and controls the baking process.

Increases or decreases recipes by amounts required for particular servings; prepares orders to replenish supplies.

Instructs residents in simple baking duties.

Washes and cleans utensils and equipment used in bakery work; scrubs and mops floors to keep work area sanitary.

COMPETENCIES REQUIRED

Knowledge of methods and materials used in large-scale baking operations.

Knowledge of measuring and mixing ingredients used in baking.

Knowledge of sanitary and health standards used in a baking operation.

Ability to read and write the English language.

Ability to maintain records of quantities of ingredients used and volume of production.

Ability to instruct residents in baking tasks.

Ability to work under high temperature conditions.

Ability to prepare a variety of bakery goods on a volume basis.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to one year of full-time work as a baker's helper or baker in a commercial, military, or institutional setting;

OR

completion of a military, vocational or community college baking or cooking course;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as a Food Service Worker.

Effective Date: 3/00 GR