

WESTERN MICHIGAN UNIVERSITY

TITLE: Head Baker

GRADE: F-5

FUNCTIONS:

This position provides baking services for Student Center Dining, Campus Cafes, Student Center Retail: Re-Fresh Market, Mi-Pi and Fuego Verde locations, other internal clients and external clients. The incumbent prepares cakes, pies, breads, pastries, and decorated bakery products and directs other baking positions in the preparation of baked goods. 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, tests new recipes and works out all formulae to increase/decrease ingredients. This position costs out new recipes as tested, inventories supplies and receives requisitions for baked goods. This position assists with ordering inventory. The incumbent requisitions or orders edible image paper and printer ink cartridges used for cookies and cakes ordered through the Goldn' Brown Bakery. The incumbent provides leadership and communicates work assignments to student employees. The incumbent establishes production schedules for the F-2 Baker and directs baking operations and the assembling and dispensing of bakery items to dining service units as scheduled on work charts.

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 utilizes pastry tubes and other implements to decorate cakes, cookies and other items, including items for internal and external special orders. In the process of baking, the incumbent operates convection ovens, rotary ovens, rack ovens, mixers, proof boxes, steam kettles, fryers, roll cutters, choppers 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 cooking equipment, including ovens. 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

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duties. Sufficient reading comprehension to accurately interpret written recipes and production sheets is required, as are sufficient writing skills to prepare requisitions, recipe evaluation sheets 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. The incumbent must possess sufficient computer skills to learn to navigate the bakery website. Knowledge of weights and measures and standard conversions is required. A minimum of five (5) years experience as a lead baker in a large institutional kitchen is required. Ability to provide training and direction for other baking positions is required.

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 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 push and pull trays/baking sheets/pans weighing up to 25 lbs 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° F in freezers to 500° 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.