

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:

SCHOOL BAKER

Duties Summary:

Responsible for all aspects of the preparation and baking of a variety of baked goods for school meals; provides direction/instruction to assigned cafeteria helper(s) and/or other adult/student helper(s); and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its independent responsibility for baking various products from scratch and approved standardized recipes for school meals which include the principal lunch meal, alternate meal, breakfast, and/or other supplementary food items. The work of a position in this class includes conferring with the School Food Services Manager on production records, menus, recipes, and portions to be served; reviewing meal schedules, implementing work schedules, and coordinating food preparation and equipment use with other food service employees to ensure that baked products are prepared and baked to meet scheduled serving times.

A position in this class works under general supervision and provides directions/instructions to cafeteria helper(s) and/or other adult/student helper(s) assigned to assist with the preparation and baking of baked products and/or in the serving of meals.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements do not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Coordinates and works closely with other food service employees to ensure baked goods are prepared in a timely manner to meet meal service times and/or satellite delivery schedule.
2. Reviews daily production records, determines appropriate standardized recipes, and secures necessary ingredients and equipment for preparation and/or baking purposes.

3. Accurately weighs, measures, and mixes ingredients in accordance with approved standardized recipes for daily/weekly production needs; performs mathematical calculations to adjust recipe yield to meet appropriate production record serving portion/size and/or bread equivalents.
4. Prepares mixes for and bakes breads, rolls, buns, biscuits, muffins, pizza crusts, wiener in a blanket, and other baked goods.
5. Sets-up serving counters for meal service, serves students and staff, and replenishes food and other supplementary items as needed.
6. Portions and/or directs the portioning/packing of menu items for satellite meals.
7. Cleans and maintains work areas, serving counters, and dining areas in a neat, clean, sanitary, and orderly manner; thoroughly cleans and sanitizes utensils and equipment after use.
8. Properly labels, stores, and/or disposes leftover foods; documents on the production record; informs School Food Services Manager of leftovers; and may recommend their utilization.
9. Receives provisions ordered, documents product temperature if applicable, and reports discrepancies to School Food Services Manager; dates and stores goods in proper manner and place; records supplies and ingredients used; and assists in completing monthly inventory and maintaining routine records as directed.
10. Directs/instructs cafeteria helper(s) and/or other adult/student helper(s) assigned to assist with baking, serving, and/or clean-up; assists in training new food service employees; and may supervise serving operations at satellite schools.
11. Attends and participates in staff meetings, workshops, and in-service training; achieves the annual minimum required training hours as outlined by the United States Department of Agriculture.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of quantity baking; methods and techniques in preparing and baking basic yeast and quick breads, rolls, biscuits, and other baked goods; the use, care, and safe handling of baking utensils, tools, and equipment; standard procedures for measuring ingredients used in baking; the types of ingredients used in baking, their properties, functions, and substitutions; methods of

handling and storing foods; Hazard Analysis Critical Control Points (HACCP), food safety and sanitation practices; basic arithmetic, including fractions and decimals; and personal hygiene.

Ability to: Work quickly and efficiently in preparing and baking various products under strict time constraints; understand and follow standardized recipes and production records; accurately calculate bread equivalents, adjust standardized recipes when decreasing and/or increasing yield; weigh and measure amounts of ingredients necessary to meet baking and/or production record requirements; plan baking schedules to meet scheduled meal times; operate standard baking equipment; apportion baked products to match the number of servings for each serving site/satellite; prepare and serve food in accordance with health and sanitation regulations; perform routine manual tasks in the care and cleaning of utensils, equipment, and work and serving areas; direct/instruct cafeteria helpers and others assigned to assist with baking and performing other kitchen activities; read, write, and understand English; follow oral and/or written instructions; work effectively with others and maintain cooperative working relationships; work in room temperature above normal; stand for extended periods; and lift, move, and carry heavy kitchen equipment, supplies, and other objects.

Minimum Qualification Requirements:

Education Requirement:

Graduation from high school or equivalent.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible work experience of the kind, quality, and quantity as described below.

General Experience: Six (6) months of work experience as an apprentice or helper in a kitchen where the applicant has acquired basic skills in baking by assisting with such tasks as weighing, measuring, and combining ingredients; mixing dough for simple baked products; scaling and shaping dough for rolls, buns, etc.

Specialized Experience: One (1) year of work experience as a baker in a restaurant, hotel, hospital, school, or institution which included actual hands-on experience in producing a variety of baked goods from scratch and in large quantities. Such experience must demonstrate the applicant's proficiency in quantity baking which includes knowledge of types of ingredients used in baking, their properties, functions, and substitutions; standard procedures for adjusting standardized recipes to meet production needs, calculating bread equivalents, and determining baking times for non-standard batch sizes (e.g., 8 dozen cupcakes rather than 2 sheet cakes); the use, care,

and safe handling of utensils, tools, and equipment used in baking; methods of handling and storing foods; and food and kitchen safety and sanitation practices.

The overall knowledge and experience must conclusively demonstrate the applicant's ability to perform quantity baking required for the school food services program.

Non-Qualifying Experience:

Applicants must have had experience in the whole process of baking in large quantities. Experience which is limited to serving food, cleaning, and washing dishes; only one phase of baking such as weighing, measuring, and combining ingredients, mixing and shaping dough; or other kinds of work not affording the opportunity to acquire the knowledge and skills of quantity baking will not be accepted as qualifying for the Specialized Experience requirements.

Substitutions Allowed:

1. Possession of an associate's degree from an accredited community college in a food service/culinary arts program which included training in quantity baking may be substituted for all of the required experience.
2. Successful completion of a substantially full-time curriculum from an accredited technical school, community college or university which included coursework which provided the applicant with the knowledge of and hands-on practice in quantity baking comparable to the above required Specialized Experience may be substituted for the pertinent experience on a month-for-month basis.
3. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

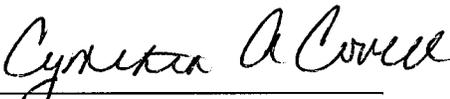
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

This is an amendment to the class specifications for the class SCHOOL BAKER that were approved on September 29, 2006 and to the minimum qualification specifications that were approved on August 4, 2008.

SIGN DATE: Aug 27, 2018

EFFECTIVE DATE: NOV -1 2018


Cynthia A. Covell
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