Georgia State University

Job Specification

Job Title: Baker

BCAT Code: 093X28                Effective Date: January 1, 2009
Pay Grade: G05      FLSA Status: Non-Exempt       Revision Date: July 1, 2013

General Description
Bakes a variety of cookies, pastries and breads, and assures the proper quality and quantity of baked goods. Duties may include supervising and/or instructing the assigned food operations workers in baking activities and in cleaning the equipment and facilities. May assist in receiving and placing inventory orders. Assists with the coordination of everyday operations and monitoring budgets associated with the bakery.

Examples of Duties
- Determines the amount of cookies, pastries and breads to be baked each day.
- Determines the best methods for the preparation of large volumes and/or individual items.
- Assists in menu planning.
- Prepares the records of the ingredient consumption and pastry output.
- Weighs and mixes ingredients, prepares dough, prepares icings and decorates baked goods.
- Conducts the inventory control and documentation within the bakery.
- Operates baking equipment and machinery, such as mixers, molders, scales and ovens.
- Assists in menu planning.
- Prepares the records of the ingredient consumption and pastry output.
- Includes the preparation of ready inventory and produces items required from a production list.
- Maintains a clean, sanitary environment.
- Represents the department, division or college in meetings.
- Repairs and maintains both food and baking equipment and machinery.
- Keeps accurate record of approved recipes and formulas for all baked goods.
- Maintains familiarity with applicable laws, rules and regulations of the federal, state, county and city government, the Board of Regents, and Georgia State University.
- Reports repair or maintenance issues to the supervisor.

Knowledge, Skills and Abilities
- Ability to perform physical tasks, such as lifting (50 pounds), bending, stooping for prolonged periods.
- Ability to maintain effective working relationships with others.
- Ability to convert standard unit recipes to the desired quantity of product.
- Ability to maintain records of the quantities of ingredients used and the volume of production.

Minimum GSU Hiring Standards
High School Diploma or GED and two years of work experience in institutional or commercial baking; or a combination of education, training or related experience. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources

Classification Section