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[COMPANY NAME] JOB DESCRIPTION

Position:

Baker

Job Description:

Mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods.

Goods are produced in large quantities for sale through establishments such as grocery stores. Generally, high volume production equipment is used.

Job Tasks:

- Measures flour and other ingredients to prepare batters, dough, fillings, and icings, using scale and graduated containers.
- Places dough in pans, molds, or on sheets, and bakes dough in oven or on grill.
- Dumps ingredients into mixing-machine bowl or steam kettle to mix or cook ingredients according to specific instructions.
- Decorates cakes.
- Applies glaze, icing, or other topping to baked goods, using spatula or brush.
- Rolls, cuts, and shapes dough to form sweet rolls, pie crusts, tarts, cookies, and related products prior to baking.
- Observes color of products being baked and adjusts oven temperature.
- Develops new recipes for cakes and icings.

Required Knowledge:

- **Production and Processing** -- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Required Skills:

- **Operation and Control** -- Controlling operations of equipment or systems.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.

Abilities Required:

- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Visual Color Discrimination** -- The ability to match or detect differences between colors, including shades of color and brightness.

Job Activities:

- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Controlling Machines and Processes** -- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.

I _____ acknowledge that I have read and understood this job description for the position of Baker.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____