

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BAKER
CLASS CODE: 8010
EFFECTIVE DATE: 1/20/98 (Revised 12/17/91 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff's Office

JOB SUMMARY

Prepare baked goods for inmates and staff at the Utah County Jail.

CLASS CHARACTERISTICS

This is a full performance classification level performing food preparation duties.

ESSENTIAL FUNCTIONS

Prepares dough and bakes bread, rolls, hamburger buns, coffee cakes, biscuits, and desserts.
Leads, trains, monitors inmate assistants, and reports any concerns.
Maintains kitchen sanitation and safety according to County health codes.
Assists with monthly and year-end USDA inventory.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Plans menus.
Assists the cook in complete meal preparation.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read and calculate recipes for accurate food preparation; Knowledge of baking techniques; Ability to use ovens, mixers, and related equipment; Ability to cooperatively interact with other employees and inmates; Ability to follow written and verbal instructions; Ability to train others; and Knowledge of food service sanitation, food storage, and inventory procedures.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room and in a partially environmentally controlled building; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts,

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mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from equipment and inmates.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and One (1) year of work experience baking in a high-volume food service.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.