

NAME:

TITLE: Food Service Baker

- QUALIFICATIONS:**
1. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day
 2. Is able to work in warm surroundings.
 3. Has manual dexterity to handle knives and other pieces of kitchen equipment such as slicers, mixers, choppers, and scales.
 4. Is able to lift materials weighing up to 45 pounds.
 5. It is recommended that the Head Cook or Baker complete School Food Service Management Short Courses I, II, III and attend meetings and workshops offered to further their education.
 6. Have ability to understand both oral and written instructions.
 7. It is recommended that the Head Cook or Baker have one year of experience of quantity and quality food preparation.

REPORTS TO: Food Service Manager

JOB GOALS: The head cook works under the supervision of the manager.
Performs duties as assigned.

TERMS OF EMPLOYMENT: 9 month contract at hourly rate subject to 30 day notice

EVALUATION: Performance of this job will be evaluated in accordance to the procedure established by the Food Service Director and the expectations relating to the position goals and performance responsibilities.

PERFORMANCE RESPONSIBILITIES:

| <i>Meets</i> | <i>Needs</i> |
|---------------------|-----------------|
| <u>Expectations</u> | <u>Emphasis</u> |

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Prepares soups, meats, vegetables, desserts, sauces, gravies, salads and beverages by using appropriate methods and standardized recipes. Prepares baked products. |
| _____ | _____ | 2. May assist with serving, kitchen cleanup, including equipment, storerooms, cupboards, refrigerators, ovens, eating utensils, dishes, glassware, and trays.. |

***Meets
Expectations***

***Needs
Emphasis***

| | | |
|-------|-------|---|
| _____ | _____ | 3. May have specialized responsibilities such as cooking, baking, or salad preparation. |
| _____ | _____ | 4. Recognizes properly prepared food items by sight, taste, and smell. |
| _____ | _____ | 5. Uses ovens, griddles, fryers, steamers, steam kettles, dishmachines, slicers, mixers, and other equipment. |
| _____ | _____ | 6. Must keep accurate recipes on all food items prepared. |
| _____ | _____ | 7. Properly stores left over food items. |
| _____ | _____ | 8. Must check menus for advance preparation and assisting with ordering of supplies. |
| _____ | _____ | 9. Be able to organize a storeroom and freezer. |
| _____ | _____ | 10. Help in the training of new personnel. |
| _____ | _____ | 11. Perform other duties as directed including those of Foodworker I and II classifications. |
| _____ | _____ | 12. Practice safety first. |
| _____ | _____ | Attendance |
| _____ | _____ | Punctuality |
| _____ | _____ | Dependability |
| _____ | _____ | Relationship with Other Personnel |
| _____ | _____ | Relationship with Students/Public |
| _____ | _____ | Quality of Work |
| _____ | _____ | Cooperation |
| _____ | _____ | Work Habits (Neatness, Speed, Etc.) |
| _____ | _____ | School Ethics (Confidentiality, Loyalty) |
| _____ | _____ | Other _____ |
| <hr/> | | |

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____