



## **Opaa! Food Management, Inc. Job Description**

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**Job Title:** Asst. Baker  
**Job Code:** DOT  
**Location:**  
**Reports To:** Baker  
**FLSA Status:** Non-exempt

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### **SUMMARY**

Assists in the preparation of breads, cakes, pies, cookies, and other baked goods for breakfasts, lunches, and assists with occasional catering functions for students, staff, and patrons of the school district by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists and prepares breads, cakes, pies, cookies, and other baked goods.
- Assists in the Weights and or measures of ingredients in following recipes.
- Assists in the process to mix, knead, roll, and shape dough by hand or machine.
- Grease baking pans.
- Place prepared dough on baking pans, place pans in ovens, and remove them when baking is completed.
- Prepare pie and cake fillings, fill pie shells, and decorate cakes.
- Cut pies and cakes for proper serving portions.
- Restock items as needed.
- Keep work areas neat and clean.
- Wash pans and clean ovens/ranges and other equipment.
- Serve individual portions of food to customers.
- Keep serving lines/condiments supplied with food items, napkins, silverware, and dishes.
- Cleans kitchen areas and equipment including sweeping floors.
- Must have basic knowledge of HACCP processes and know how to record temperatures of all hot or cold products.

- Obeys safety rules as outlined in Opaa's "Safety Procedure Manual" and exercises caution in all work activities.
- Reports any unsafe working condition to the appropriate supervisor. Attends required training meetings and in-services. Participates in the safety incentive program.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHIMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

**The work environment characteristics described here are** representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.