

CLASSIFIED JOB DESCRIPTION

CHILD NUTRITION SERVICES BAKER

JOB SUMMARY:

Under general supervision, prepares in a centralized facility a wide variety of food for serving at schools, lunch carts, and catered events (formal and informal); performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Measures, mixes, dip, prepare, and bake for the purpose of preparing food for serving to students and adults.
- Cleans and sanitizes machine surfaces, pans, and food prep surfaces for the purpose of maintaining sanitary conditions.
- Prepares a wide variety of food that is related to serving at lunch carts for adults such as cold lunches, hot entrees, and salads.
- Prepares a wide variety of food related to breakfast and lunch menus for students for the purpose of supporting the site CNS staffs.
- Lifts cases, bags, cans, pans of food, cleaning supplies, and jars.
- May work daily for limited amount of time in walk-in freezers and refrigerators.
- Drives, loads, and unloads a delivery van for the purpose of transporting prepared food, beverages, and related equipment for the purpose of setting up formal and informal catering events.
- Communicates with school office staff, CNS office staff, a wide variety of ESSC personnel, and community members in a professional manner.
- Answers questions of a general nature not involving interpretation of District policy or practices.
- Assists with and prepares required paperwork for the purpose of accountability such as physical inventory, bread orders, and other related paperwork.
- Accountable for accurately obtaining money and completing paperwork related to lunch cart monies.
- Accountable for accurately recording and taking appropriate action on electronic, telephone, and voice mail messages.
- Demonstrates the ability and desire to learn the duties of the next level position at assigned site.
- Accountable for all functions of centralized facility in the short term or long term absence of the supervisor.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful paid experience in the preparation or serving of food.
- Ability to follow oral and written directions; prepare and serve a wide variety of baked goods; work rapidly and efficiently in performing tasks; work effectively with school personnel and students; apply and maintain high standards of sanitation and personal hygiene.

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- Knowledge of the proper methods of preparing and baking foods, familiarity with the problems and methods of preparing and storing food in large quantities, use and care of institutional kitchen equipment and utensils, proper cleaning and sanitizing methods, principles of sanitation and kitchen safety.
- High school diploma or GED required. Sufficient education to have basic skills in reading, bookkeeping and arithmetic is required.
- Valid and current food handler's permit card or a valid servsafe certificate of completion.

Classified Salary Schedule: Range 19

BOARD APPROVED: 7/18/00

REVISION DATES: 7/16/23

08/09/2023