

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Cafeteria Baker	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Cafeteria Manager Senior High School	<b>Pay Grade:</b>	430
<b>Dept./School:</b>	Assigned Campuses / Food & Nutritional Services (FANS)	<b>Date Revised:</b>	12/05/19

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**Primary Purpose:**

Responsible for preparing and baking a wide-range of food items to meet customer needs while maintaining high standards of quality in food production, sanitation, safety practices and customer service.

**Qualifications:**

**Education/Certification:**

- Must be able to read, write and understand instructions in English
- Completion of credited sanitation course and maintain certification
- Completion of new employee orientation
- Six hours of professional development annually

**Special Knowledge/Skills:**

- Working knowledge of kitchen equipment, food production and sanitation principles
- Ability to perform basic math operations
- Ability to read and understand standardized recipes
- Ability to deal with all people in a courteous manner

**Experience:**

- One or two years of food service experience

**Major Responsibilities and Duties:**

**Food Production and Procurement**

- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes, as needed; maintain food quality standards including appearance and nutritional requirements
- Establish a schedule in which baked products are prepared to ensure freshness of products
- Develop menus and recipes offering a variety of products on a rotating schedule
- Prepare quality food according to menu using standardized recipes
- Ensure cost effective use of resources

**Job Title:** Cafeteria Baker

Maintain an accurate inventory to assist with ordering necessary supplies

Record amounts of food sold; assist with inventory and maintain routine records as directed; prepare records of food items cooked and food leftover

**Personnel Interaction and Customer Service**

Promote teamwork and interaction with fellow staff members

Train and provide work direction to others

Deliver friendly, accurate and fast service in a respectful and professional environment

Maintain a high level of quality, service, and cleanliness; strive to satisfy customers; adhere to high standards; and take initiative

Work in a fast-paced environment, take pride in work and be dependable

**Sanitation, Safety and Security**

Store food and nonfood items according the health department regulations

Ensure all products are rotated using first in first out method

Maintain sanitary working conditions to eliminate contamination

Maintain recycling, trash, and garbage collection in a neat and sanitary fashion

Wash dishes, etc. using industrial dishwasher; wash pots and pans in deep sink

Maintain standards of personal appearance and hygiene according to district/department policies and procedures

Follow safety requirements per departmental guidelines

**Professional Growth and Development**

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**Equipment Used:**

Uses large and small kitchen equipment to include, but not limited to, electric slicer, institutional mixer, pressure steamer, sharp cutting tools, ovens, dishwashers, and food utility carts

**Working Conditions:**

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress; ability to communicate effectively both oral and written in English; ability to understand verbal instructions in English

**Job Title:** Cafeteria Baker

**Physical Demands/Environmental Factors:**

Standing, walking, pushing and pulling, frequent lifting and carrying 30-50 pounds; some stooping, bending and kneeling; moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 12-05-19

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_