CHICO UNIFIED SCHOOL DISTRICT
BAKERY MANAGER

DEFINITION
Under direction, to lead, oversee, and participate in the more complex and difficult work of a bakery commissary; to perform a variety of duties involved in the high volume preparation and baking of entrees, bread, pastries, cinnamon rolls, and other baked goods following State approved recipes; maintain clean and sanitary kitchen facility and equipment; plan use of commodities into bakery production.

SUPERVISION EXERCISED - Exercises technical and functional supervision over bakery staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Plan and perform all activities related to the bakery production and school site distribution of breads, pastries, cakes, pies, cookies, cinnamon rolls, and other dessert and bakery products.
- Plan, develop, and adjust bakery production schedule to coordinate with school menu, timelines, and efficient use of commodities.
- Lead, plan, direct, and participate in the work of staff responsible for providing bakery products.
- Develop and successfully execute recipes.
- Scale recipes using conversion factors.
- Order supplies for baking functions and to meet menu requirements. Ensure proper storage of supplies and baked goods.
- Maintain baking and food service areas, facilities, and equipment in a clean and sanitary condition.
- Train less experienced bakery staff.
- Attend meetings and trainings.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Safe work and food handling practices in a commercial bakery environment;
- Procedures, methods and techniques used in commercial preparation, scratch cooking and baking of breads, snacks, and desserts in large quantities;
- Principles of sanitation and personal hygiene, including proper cleaning and sanitizing methods;
- Use, care and operational characteristics of commercial bakery utensils, appliances, and equipment;
- Principles of training and lead supervision. Basic principles and procedures of record keeping, ordering, and inventory control;
- Basic mathematical principles;
- Modern office practices, methods, and computer equipment/programs.

Skill to:
- Correct and adjust recipes to achieve desired outcome;
- Operate, clean, and maintain commercial bakery equipment;
- Operate basic office equipment;
- Maintain records and prepare reports;
- Perform mathematical computations quickly and accurately;
- Communicate effectively and professionally both verbally and electronically.

Ability to:
- Provide lead supervision and training to assigned staff. Plan bakery workflow to produce baked goods on schedule;
- Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Effectively manage work time;
- Complete required Local, State, and Federal training/certification programs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Three (3) years of high-volume baking from scratch experience in a commercial or production kitchen.

Training:
- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, child nutrition, or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:
- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:
- Ability to stand for long periods of time, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, chemicals and mechanical hazards.