

# Oryana

## Job Description



**Job Title:** Baker  
**Department:** Bakery  
**Reports To:** Head Baker  
**FLSA Status:** Non-Exempt  
**Pay Level:**  
**Prepared By:** WW/TS/EH  
**Prepared Date:** 7/13

### Summary

Prepares bread, scones, cookies, bars and other baked goods according to recipe by performing the following duties.

### Essential Duties and Responsibilities

- Checks production schedule and inventory for variety and quantity of goods to bake.
- Measures and mixes ingredients accurately to form dough or batter.
- Cuts, peels and prepares food on stove or in oven.
- Mixes dough or batter by hand or using electric mixer.
- Uses a variety of kitchen tools including knives, shredders and food processors.
- Cuts and/or molds baked goods in to uniform portions with knife or divider.
- Adjusts drafts or thermostatic controls to regulate oven temperature.
- Removes baked goods from oven and places goods on cooling rack.
- Follows guidelines on heating, cooling, labeling and storing food.
- Labels ingredients used in baking and new items.
- Packages baked goods for retail sale.
- Stocks baked goods in retail store space and rotates baked good on display.
- Records and tracks goods approaching sell by date for quick sale.
- Lists low stocked items that need to be ordered.
- Participates in periodic inventory counts and cleaning projects.
- Communicates in written log with other staff regarding packaging and job related items.
- Washes baking dishes as necessary.
- Leaves kitchen equipment clean at the end of the shift.
- Organizes baking area.
- Other duties may be assigned.

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## **Competency**

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service – Responds promptly to customer needs; Responds to requests for service and assistance.
- Organizational Support – Follows policies and procedures.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.
- Quality – Looks for ways to improve and promote quality.
- Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality – Is consistently at work and on time.

## **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**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Previous baking experience preferred.

## **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.

## **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **Reasoning Ability**

Ability to apply common sense 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; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

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The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and 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 is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

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