

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BAKER

POSITION CODE: 04100

Effective: 11-16-70

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs duties in the production of bakery goods; supervises and instructs subordinates in the baking operation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Bakes bread, cakes, pies, etc.; instructs workers in the operation and care of machinery and equipment.
2. Supervises and instructs employees in various phases of baking.
3. Cleans and maintains bakery machinery and equipment; supervises cleaning of shop.
4. Requisitions necessary supplies from central storehouse.
5. Makes out daily, weekly and monthly production reports.
6. Writes reports on employee and patient helpers.
7. Performs other duties as required or assigned which are reasonably within the scope of the enumerated duties above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires no formal education.

Requires two years large scale baking experience.

Knowledges, Skills and Abilities

Requires working knowledge of the materials, methods and techniques employed in a bakery.

Requires ability to instruct subordinate workers in all phases of bakery shop operations.

Requires ability to make daily reports of output and materials used.

Requires ability to keep bakery in sanitary condition and to direct the use and maintenance of bakery equipment.

Requires ability to mix and bake bread and pastries.

Requires ability to estimate quantity needs.