

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Bakery Assistant

Department: Child Nutrition

**Grade C
H.P.D. 8
D.P.Y. 194**

Job Description

Date Reviewed: July 2011

Reports To: Bakery Manager

Purpose of Job

Under general supervision, performs as Bakery Food Service Assistant in the Clarksville-Montgomery School System. Duties and responsibilities include food preparation, packaging and storage of food, washing dishes and cooking utensils, setting up delivery carts with product to be delivered to schools, and stocking shelves with fresh food supplies. To contribute to the smooth and efficient operation of the school system central bakery and to assist the manager with any and all tasks associated with the successful operation of the bakery.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Washes and sanitizes utensils and cleans work area for food preparation; checks in food from delivery truck to ensure adequate food quantities.

Cooks and prepares baked goods for delivery to all schools in the system.

Checks food temperatures to keep food hot or cold as needed to meet health codes; records on temperature charts, follows HACCP standard operating procedures.

Keeps kitchen area clean; ensures safety of employees by cleaning up spills and sweeping food from the floor; ensures prep areas are clean and ready for the day shift to use.

Washes trays, pots, pans, and dishes using dishwashing machine and three compartment sink; puts away clean dishes and breaks down and cleans the dishwasher equipment.

Wipes down tables and sinks; shines serving line; sweeps and mops kitchen floors; wipes out warmer, oven, and steamer; cleans refrigerator and mixers, ovens as needed.

Calculates tally sheet and prepares inventory and daily production reports for Cafeteria Manager; calculates and plans food supply and preparation needs for the following day.

Prepares food to be delivered to other schools; helps unload food delivery truck and food carts; collects carts, cookware, and foods for truck pick-up; keeps storage room in order.

Receives, dates and puts away new stock on shelves.

Follows Federal and State rules and regulations and local board policies pertaining to meal requirements and record keeping.

Follows instructions given by the Cafeteria Manager and training manager in the use of equipment, new methods or techniques of work, recipes, and any changes in the work schedules or number of hours to be worked.

Performs and completes all scheduled tasks to the required quality and time standards.

Works cooperatively with the Cafeteria Manager and other cafeteria personnel at all times to promote teamwork and efficient production.

Prepares food using standardized recipes and determines if the finished product is of the best quality both in flavor and appearance before it is packaged and ready for delivery.

Records all food usage, preparation, and leftovers on the production record as required.

Keeps work areas as clean and orderly as possible at all times and observes all rules of safety and sanitation.

Maintains personal appearance and hygiene according to policy.

Performs first aid as needed and reports immediately to the manager any problem or accident occurring in the kitchen or the cafeteria areas.

Assists in the daily clean up of the kitchen, service, and cafeteria areas.

Performs major cleaning of equipment and areas at regularly scheduled intervals.

Removes used dishes and cleans counter, tables, and serving line in the dining and kitchen areas.

Cleans and sanitizes all dishes, flatware, pots, and pans according to established procedures.

Maintains the trash and garbage collection areas in a neat and sanitary fashion.

Properly operates and cleans all equipment using established rules of safety and sanitation.

Checks all food and supplies received into the school against the invoices for accuracy, signing invoices only after each order has been verified.

Ensures that all food and supplies are received and stored with consideration given to proper food safety and handling procedures.

Reports any errors in the delivery such as shorts, faulty or inferior receipt, or incorrect price to the manager using the established procedure.

Assists in the accurate preparation of a monthly physical inventory.

Clock in and out at designated time to meet shift requirement.

Assists in the completion of daily production records as documentation for auditing purposes.

Assists in the preparation of other records as deemed necessary for efficient operation of the program or for auditing purposes.

Promotes good public relations by supporting the school nutrition program by actions, words and deeds.

Participates in staff meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the School Nutrition Program.

Performs additional duties as assigned by the Cafeteria Manager.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED is required, with three to six months of food service, preparation and cash handling experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures and activities of the School System and cafeteria operation practices as they pertain to the performance of duties relating to the job of Bakery Assistant. Has general knowledge of cafeteria practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, embers of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret food production reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, deep fryers, mixers, steamers, slicers, food processors, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to fifty pounds of supplies.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Bakery Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Bakery Assistant.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using cafeteria and kitchen equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, cafeteria and kitchen equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Bakery Assistant.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date