

UW HEALTH JOB DESCRIPTION

BAKER

Job Code: 430009	FLSA Status: Non-Exempt	Mgt. Approval: M. Waltz	Date: December 2021
Department: Culinary Services		HR Approval: S. Whitlock	Date: December 2021

JOB SUMMARY

The Baker is responsible for the preparation of a wide variety of bakery items. Due to operational need, employee's work hours, area and duties may be subject to change. UW Health is committed to the highest standard of customer service for its patients, visitors and coworkers. The Baker adheres to food safety standards as dictated by the Wisconsin Food Code, UW Health infection control and ServSafe guidelines to ensure food is safe to consume.

MAJOR RESPONSIBILITIES

- Responsible for the preparation of a large volume of bakery products, on a continuing basis, with attention to detail, quality and consistency.
 - Prepares, bakes, cooks, cools, wraps and labels cakes, cookies, bars, sweet rolls, dinner rolls, muffins, biscuits and other baked goods for the patient, retail and catering areas.
 - Follows recipes to ensure consistency of products, overall quality and cost controls.
 - Meets deadlines as outlined and completes all assigned tasks.
 - Follows production sheets to make the forecasted amount of product is produced.
 - Contributes ideas for new products.
- Assesses quality, condition and type of ingredient used in food production.
 - Evaluates food items for good quality, taste, texture and appearance.
 - Follows proper portion control according to established procedures.
 - Notifies supervisor of substitution due to production issues and or delivery shortages.
- Follows proper food handling and sanitation practices according to the established procedures.
 - Cleans and sanitizes kitchen equipment and work area.
 - Insures proper product rotation and handling through critical control points. All products must be labeled and stored appropriately.
 - Applies universal precautions in food handling. General knowledge of common allergens and cross contamination.
 - Use correct procedures when operating equipment.
- Performs additional duties as assigned.
- Assists with training new staff.
- Actively participates in continuous quality improvement efforts to improve employee well-being and workflow efficiencies.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Culinary training
Work Experience	Minimum	One (1) year food production and/or bakery experience or equivalent culinary training and experience.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	ServSafe Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Employee is expected to follow UW Health Employee Work Rules and department dress code, sanitation, and safety work standards. • Must have ability to work in a fast-paced, team environment. • Must have ability to organize tasks effectively and use time efficiently. • Excellent verbal and written communication skills, including understanding of English language. • Ability to work in a team environment. • Ability to perform simple math calculations. • Ability to work scheduled shifts.

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the

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patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
X	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.