

UW HEALTH JOB DESCRIPTION

LEAD BAKER

Job Code: 430010	FLSA Status: Non-Exempt	Mgt. Approval: M. Waltz	Date: December 2021
Department: Culinary Services		HR Approval: S. Whitlock	Date: December 2021

JOB SUMMARY

The Lead Baker is responsible for oversight, preparation and production of bakery items. The Lead Baker is responsible for specialized bakery products that require a greater skill level, such as artisan and custom items. The Lead Baker provides leadership and direction to bakery staff and has shifts that will overlap with all baking staff to ensure job functions and duties are being completed and product produced is consistent and meets standards. Lead Baker is responsible for placing necessary orders and managing inventory of bakery items. Due to operational need, employee's work hours, area and duties may be subject to change. Provides regular feedback to management on staff performance. The Lead Baker is responsible for all documentation related to recipes, production and forecasting of volume. Staff will serve as role models by practicing exemplary behaviors when working with patients, visitors and coworkers. The Lead 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 an ongoing basis, with attention to detail, quality and consistency.
 - Prepares and/or leads the production of all baked good, including cakes, cookies, bars, sweet rolls, dinner rolls, muffins, biscuits and a variety of other desserts and baked goods for the patient, retail and catering areas.
 - Prepares specialty items for recipe testing and special events.
 - Develops and follows new recipes and updates current recipes as needed.
 - Standardizes ingredients and procedures for quality and consistency.
 - Meets deadlines as outlined and completes all assigned tasks.
 - Follows production sheets to make the forecasted amount of product.
 - Plans and implements seasonal menu rotation and provides recipes for analysis.
- Assesses quality, condition and type of ingredient used in food production.
 - Evaluates food items for quality, taste, texture and appearance.
 - Follows proper portion control according to established procedures and nutritional guidelines.
 - Notifies supervisor of substitutions 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.
 - Ensures proper product rotation and handling through critical control points.
 - Executes audits to ensure staff compliance with food code and policies.
 - Applies universal precautions in food handling. Working knowledge of common allergens and safe food handling practices including cross contamination.
 - Uses correct procedures when operating equipment.
- Provides leadership and direction to bakers and other staff on shift.
 - Teaches and demonstrates proper principles of baking.
 - Teaches operation methods of food service equipment, demonstrates handling and cleaning techniques.
 - Interprets and applies policies and standards of food service and nutrition.
 - Trains and orients staff in department procedures and food production techniques.
 - Teaches safety standards and sanitation methods.
 - Provides production lists and forecasting for bakers.
 - Oversees quality and consistency of all products.
 - Ensures proper rotation, labeling and storage of products.
 - Ensures proper sanitation procedures are followed.
- Performs additional duties as assigned.
- Actively participates in continuous 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
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	Preferred	Culinary training
Work Experience	Minimum	Three (3) years food production/bakery experience; including 18 months bakery experience.
	Preferred	
Licenses & Certifications	Minimum	ServSafe Certification within first 6 months of employment.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to effectively teach and lead others. • Employee is expected to follow UW Health policies and guidelines and department dress code, sanitation, and safety work standards. • Ability to work in a fast-paced, team environment. • 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. • Ability to problem solve, make decisions, and work independently.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

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

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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.