



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR BAKERY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II / GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8098
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for production and packaging of quality baked products. Supervises bakery personnel to ensure efficient work flow and high quality production of bakery items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the production and packaging of baked items. Prepares reports, maintains records and controls costs for items prepared in the bakery area.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Supervises the operation and daily maintenance of all bakery, packaging, and food service equipment located within the bakery and packaging areas

Supervises and schedules bakery and packaging operations maintaining an inventory of all supplies and materials to maximize the utilization of both equipment and personnel

Assumes responsibility for requisitioning through proper channels all supplies, materials, and equipment related to the baking and packaging areas

Schedules, supervises, and evaluates all employees in the time management and quality control of bakery products

Supervises the production and packaging of all bakery items to ensure high standards of food quality, safety, accurate counts and pack sizes, proper use of equipment, and standardized recipe compliance

Develops, revises, and updates procedures for production items within the bakery area

Operates all equipment and trains staff in its proper and safe operation

Works in cooperation with staff to address staff and product movement between work areas

Evaluates all bakery products for quality, food safety, and cost constraints while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

Associate degree in Quantity Baking or related experience

Three (3) years of experience in large quantity institutional baking with an emphasis in yeast breads and sweet goods

Kentucky Department of Education Certification as a Food Service Employee
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Jefferson County Board of Health Sanitation Certification
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of District policies and procedures and organizational goals and objectives
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Experience in a diverse workplace
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