



## Baker Job Description

Department: Sheriff  
Position: Career Service  
Starting Step: 22, Table 14  
Supervisory: No  
Reports to: Certified Food Service Manager

### Summary

Under general supervision of the Certified Food Service Manager, this role is responsible to assist in or supervise the preparation of baked goods for inmates housed at the Utah County Security Complex and for the Meals on Wheels Program for senior citizens. This position will train inmate workers in food preparation and kitchen processes and monitor their work and behavior.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare dough and bake bread, rolls, hamburger buns, coffee cakes, biscuits, and desserts.
2. Lead inmate workers screened and approved to work in the kitchen. Provide training in food preparation, assign tasks, monitor work and behavior, and report concerns.
3. Keep meal counts according to fluctuating inmate and client counts.
4. Clean and oversee cleaning of the commercial kitchen including the freezer, ovens, and storage room.
5. Maintain an inventory of available food items and prepare an order list for supervisor.
6. Receive deliveries and verify goods received against invoices.
7. Perform basic computer activities in processing work orders, computing recipe explosions, posting menus and signs, and completing reports.
8. Maintain and inventory all kitchen tools such as knives, ladles, tongs and whisks daily to ensure they are checked out during meal preparation and tethered appropriately during the shift.

### Knowledge, Skills, and Abilities

Knowledge of food service sanitation, food storage, and inventory procedures

Knowledge of baking techniques

Ability to read and calculate recipes for accurate food preparation

Ability to use ovens, mixers, and related equipment

Ability to cooperatively interact with other employees and inmates

Ability to follow written and verbal instructions

Ability to train others

### For Office Use Only

Class Code: 8010

Class Title: Baker

FLSA: Non-Exempt

Effective Date: 7/10/2017

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

**Supervisory Responsibility**

This position has leadership responsibility and will serve as a coach and mentor for other positions in the department.

**Work Environment**

This job is performed in a commercial grade kitchen located within the Utah County Security Center (jail). Work is performed in a direct-contact environment alongside inmate workers who have been screened and approved to work in the kitchen. This job regularly requires the use of protective gear such as goggles and gloves. While performing the work, the employee is regularly exposed to inside temperature changes and other conditions such as noxious odors, mists, gases, steam, and hot/cold water associated with walk-in freezers, ovens, dishwashers, and other kitchen equipment or machinery. This position is exposed to unknown and potentially hostile, dangerous, and life-threatening situations. The work regularly exposes the employee to hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, bend, crouch, talk, and hear. This position is required to lift supplies and equipment up to 60 pounds. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

**Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

1. Equivalent to a high school diploma
2. Professional food service work experience and/or completed education or training in Nutritional Science or Culinary Arts totaling one (1) year

**Additional Eligibility Qualifications**

1. Selected applicants may be subject to, and must pass, a background check

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2. Selected applicants must possess a valid Food Handler's Permit before a hire date may be issued

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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