

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**BAKER**

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Class Code: 5020

Job Family: Food Service

Classification: Support Staff

Terms of Employment: Pay Grade 43 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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**POSITION SUMMARY:**

Under general supervision prepares and bakes a variety of breads and pastries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares and bakes cakes, muffins, cookies, rolls, and other pastries.
2. Prepares cinnamon rolls and donuts for breakfast program.
3. Controls weight and quality of bakery products.
4. Maintains records of amounts of bakery products prepared.
5. Operates kitchen equipment.
6. Maintains working area, equipment and utensils in clean and sanitary condition.
7. Assists manager in ordering, checking, and storing of supplies.
8. Conducts inventory of food, materials, and supplies.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves preparing and baking of a variety of breads and pastries in a large central kitchen.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of baking methods and equipment.
2. Ability to plan and organize work.
3. Ability to interpret and follow instructions.
4. Ability to work under pressure.
5. Ability to prepare and bake pastries.
6. Ability to perform mathematical computations.
7. Ability to read ingredients and measure recipes.
8. Ability to work cooperatively with administrators, faculty, parents, students, and other employees.
9. Ability to read ingredients and measure recipes.
10. Ability to recognize and report hazards and apply safe work methods.

**POSITION REQUIREMENTS:**

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. One (1) year baking experience; or,
3. One (1) year training in food service.
4. Three (3) months training as a baker in Clark County School District central kitchen may be substituted for above experience.

Licenses and Certifications:

1. Current Southern Nevada Food Handler Health Card at time of hire.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District - School and other district facilities.

WORK ENVIRONMENT:

Strength: Medium/heavy - Exerts force to 50 lbs. frequently or 10 lbs. constantly, or negligible force constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent talking, hearing, stooping, crouching, sitting, reaching, handling, fingering, feeling, tasting and smelling. Vision: Frequent near acuity and color vision, occasional accommodation and depth perception.

Environmental Conditions: Climate controlled office setting. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas, (i.e., ovens, grills, refrigerators/freezers, etc.).

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copiers, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.