

BAKERY MANAGER

Function of Job:

Under general direction of designated administrator, to be responsible for a University bake shop operation, to include the production of quality baked goods according to stringent deadlines, based on a precise knowledge of latest baking technology and careful control of available resources.

Characteristic Duties and Responsibilities:

1. Plan, schedule and supervise bakery production, shipping and cleaning activities to highest safety and sanitation standards.
2. Supervise, evaluate, train and schedule work of bakery staff.
3. Order and arrange for correct ingredients, supplies and equipment using computerized system.
4. Be responsible for consolidation of product orders from users.
5. Assure the proper use and care by staff of a large variety of highly specialized production equipment.
6. Develop, maintain and update recipe files through computerized processes.
7. Be responsible for inventorying of stock.
8. Assist in developing and implementing merchandising plans for new cash operations, as required.
9. Assist bakers with production of new products or when schedule falls behind.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation with some technical training and at least seven years of related experience in quantity baking of a variety of products, three of which should be in a supervisory capacity.
2. Certification for NIFI.
3. Specialized technical knowledge of baking chemistry and computer skills.
4. Supervisory ability.

8/8/90

System Approval

8/8/90

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.