

EDITED TASK LISTING

CLASS: BAKER II (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Assigns work to inmate/ward workers in order to feed the inmate/ward population and staff utilizing bakery equipment (e.g. large mixers, dough proofers and dividers, steam kettles, ovens, scales, etc.) and regulations, policies, and procedures (e.g. Departmental Operational Manual [DOM], Youth Administration Manual [YAM], Federal School Lunch and Breakfast Programs, Hazard Analysis Critical Control Point [HACCP] guidelines, etc.) under the guidance of the food manager.
2.	Make recommendations to improve baking procedures and performance in order to increase quality of service and job safety utilizing personal experience, knowledge, current regulations, policies and procedures, etc. under the guidance of the food manager.
3.	Performs recipe conversion to adjust to varying ingredients and/or the population (e.g. inmates/wards, staff, cadets, etc.) using personalized recipes, experience, calculators, the Daily Movement Summary (DMS), etc. as needed under the guidance of the food manager.
4.	Trains inmate/ward workers in proper baking procedures, general food service operations and job safety to provide them with proper baking skills utilizing personal experience, On the Job Training (OJT), HACCP guidelines, policies and procedures, etc. on a daily basis under the guidance of the food manager.
5.	Supervises inmates/wards in the preparation, baking and dispensing of food to ensure quality baked products utilizing knowledge, baking skills, portion control, policies, procedures, etc. on a daily basis under the guidance of the food manager.
6.	Evaluates the work performance of the inmate/ward workers to ensure quality standards and services, identify training needs, recommend corrective actions, etc. utilizing rating guides, Incentive Program, Evaluation forms, etc. under the guidance of the food manager.
7.	Weigh and measure ingredients for the preparation of baked goods in order to provide the proper amounts needed in recipes and ensure quality control and consistency of product, etc. utilizing safe food practices, weighing and measuring devices, and personal experience as needed.
8.	Directs inmate/ward workers to dispense baked products to the various dining facilities (medical facilities, satellite kitchens) utilizing central distribution areas and insulated food carts on a daily basis under the guidance of the shift supervisor.

Tasks highlighted in bold are not represented in the current class specification

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9.	Maintain constant tool, key, and lock control to prevent physical assaults that may result in injury or death and prevent inmates/wards access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
10.	Train and supervise inmates/wards in cleaning and sanitizing baking utensils, equipment, and work areas in order to keep the bakery area (including controlled items room and storage areas) sanitary and orderly utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. under the guidance of the food manager.
11.	Prevent accidents and injuries of staff and/or inmates/wards (e.g., wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc.) in the bakery in order to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g., Occupational Safety and Health Administration [OSHA], Injury Illness Prevention Program [IIPP], DOM, YAM, etc.) on a continual basis.
12.	Implement and follow safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the inmate/ward population as required.
13.	Monitors food/oven temperatures to ensure that food items are baked and served safely by utilizing food thermometers and documenting temperatures on various logs and reports in compliance with HACCP guidelines as required.
14.	Receive, inventory, and inspect various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, inventory sheets, laws, rules and regulations (e.g., California Retail Food Code, DOM, HACCP) on a continual basis.
15.	Store and rotate various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, DOM, HACCP) as required.

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16.	Requisitions food, supplies and equipment from the institutional warehouse in order to ensure adequate stock of food, supplies and equipment are on hand utilizing personal computers, weekly menu, and forms on a daily basis as needed.
17.	Supervise and escort inmates/wards in the disposal of bakery waste to maintain facility security and sanitary conditions utilizing departmental procedures, health and safety regulations (i.e., California Retail Food Code and HACCP) as mandated.
18.	Prepare written documents (e.g., HACCP logs, inmate/ward timekeeping, performance evaluations, corrective/discipline reports, Injury Illness Prevention Program [IIPP], production schedules, etc.) in order to comply with Departmental policies and procedures, laws, rules and regulations (e.g., Federal School Lunch and Breakfast Program, California Code of Regulations - Title 15, etc.) utilizing CDCR forms, IIPP forms, etc. as required.
19.	Maintain constant vigilance over the bakery area to detect, diffuse, and prevent escape or assaults that may result in injury or death utilizing direct sight supervision, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g., knives, can lids, dough cutters, pens, paper clips, etc.) as mandated.
20.	Maintain direct sight supervision over assigned inmates/wards to detect, diffuse, and prevent escape, or physical assaults that may result in injury or death utilizing, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g., knives, can lids, openers, pens, paper clips, etc.) as mandated.
21.	Maintain direct sight supervision over assigned inmates/wards to ensure completion of their daily tasks and to eliminate theft of bakery ingredients and equipment in the bakery utilizing formal/informal training, acquired knowledge, and correctional awareness as necessary to maintain compliance with departmental rules, regulations and procedures.
22.	Inspects premises and searches inmates/wards to identify and confiscate contraband (e.g., drugs, weapons, alcohol, bakery ingredients, tools, etc.) by visual body searches and visual inspection of grounds all within established law, policies and procedures, etc. constantly.
23.	Monitor the operation of bakery equipment in order to ensure quality of product and the safety of staff and inmates/wards utilizing operating manuals and personal expertise as needed.

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24.	Conduct routine inspections of the bakery equipment (e.g., large mixers, ovens, dough dividers, dough sheeters, steam kettles, etc.) in order to ensure equipment is in proper working conditions and to extend the life of the equipment utilizing personal expertise, work orders, and scheduled inspections on a continuous basis.
The following tasks were identified from the statewide food service survey	
25.	Prepare dough for use in various baked goods (e.g., pastries, rolls, biscuits, pizza, cakes, pies, etc.) in order to provide the proper amounts needed in recipes, ensure quality control and consistency of product, etc. utilizing personal expertise, available ingredients and recipes on a continuous basis.
26.	Requisition bread products (i.e., sliced bread, rolls, buns) for the facility in order to complete meals and meet the nutritional requirements (quantity and quality) utilizing standardized menus, population counts, Federal School Lunch and Breakfast Programs on a continuous basis.
27.	Coordinate, prepare, set-up and clean-up baked items for special events (e.g., meetings, barbeques, graduations, ward incentive program, etc.) for inmates/wards and staff to promote morale and relationships amongst community, families, and the department as suggested within local policies and regulations under the guidance of the food manager.
28.	Prepare baked items in advance in order to have baked items on hand for use in non-work days (weekends and holidays) utilizing time management, production schedules, and available refrigerator space on a constant basis.
29.	Prepare production schedules, recipes, and procedures for the bakery in order to assign work to inmates/wards on a weekly basis and/or to fill behind the baker during scheduled vacations utilizing standardized menus, personal expertise, and current inventory of bakery ingredients.
30.	Prepare contingency plans for the bakery for use during emergency situations (e.g., equipment malfunctions, lockdowns, power outages, extreme weather, etc.) in order to prepare baked items (e.g., pastries, rolls, biscuits, pizza, cakes, pies, etc.) and/or alternatives (e.g., jello, canned fruits, puddings, etc.) utilizing production schedules, personal expertise, time management, and standardized menus as needed.

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31.	Communicate with various facility personnel (e.g., supervisors, housing unit officers, Senior Youth Correctional Counselor's, etc.) to ensure an accurate exchange of information regarding inmate/ward behavior, attitude, and attendance etc., utilizing telephones, written reports, and verbal communication on a continual basis.
32.	Ensure assigned inmates/wards adhere to their medical restrictions (e.g., lifting, standing, bending, medication, etc.) in order to comply with specific medical orders (e.g., "blue slips", chrono form, etc.) utilizing departmental rules and regulations as directed by medical personnel.
33.	Inspect inmates/wards in order to ensure personal hygiene standards and dress code (e.g., grooming, cleanliness, Personal Protective Equipment [PPE], etc.) have been met utilizing effective communication, basic supervision, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, DOM, HACCP, etc.), on a continual basis.
34.	Participate in weekly kitchen staff meetings in order to promote an exchange of information, share policy and regulation updates, utilizing communication skills, supervisory techniques, personal experience, etc., as necessary.
35.	Identify potential workers for the food service areas by communicating with facility personnel (e.g., inmate/ward assignment office, counselors, etc.) and conducting inmate/ward interviews to ensure proper job placement utilizing interview techniques, communication skills, departmental rules, policies, and procedures with the assistance of the Food Manager on an as needed basis.
36.	Perform random checks of personal protective equipment (e.g. Personal Alarm Locator [PAL], whistles, telephones, etc.) to ensure safety and security measures are in working order utilizing departmental policies and regulations (e.g., DOM, YAM, Title 15, post orders, etc.) on a daily basis.
37.	Monitor compliance with the Federal School Lunch and Breakfast Programs in order to meet the nutritional requirements (quantity and quality) as mandated utilizing recipes, menus and pick lists, daily meal count summary, production records, etc. daily.
38.	Maintain production records to document the number of meals served and justify reimbursement under the Federal School Lunch and Breakfast Programs utilizing daily meal count summary, pick lists, and menus daily.

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39.	Escort assigned inmates/wards between their assigned housing units and the food service areas when necessary (e.g., lockdowns, janitorial services, weather conditions, when correctional officers are unavailable, etc.) in order to accomplish day-to-day activities utilizing direct sight supervision, communication skills, informal training, etc., as required.
40.	Supervise inmates/wards and staff in the preparation of materials for recycling (e.g., cans, plastic bottles, cardboard, grease, etc.) in order to support the departments recyclable program utilizing PPE, sorting bins, barrels, water, etc. as required.
41.	Prepare the daily inmate/ward work schedule in order to account for assigned workers and make necessary changes of work assignments utilizing the DMS (i.e., housing movements, medical ducats, “out to medical” lists, and job changes) on a daily basis.
42.	Assumes the duties of other food service staff in specialized situations (e.g., institutional need, emergencies, population medical testing, inclement weather, etc.) in order to ensure the continuous operation of the food service department utilizing California Retail Food Code, CCR-Title 15, DOM, YAM, post orders, rules and regulations, SPB, MOUs, etc. as needed.
43.	Control distribution of “hot” items (e.g., sugar, yeast, spices, food coloring, etc.) in order to maintain the safety and security of the institution utilizing key and lock control, segregated rooms, and ingredient control on a constant basis.