

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position – Dining Services, Baker**

**Preparation Date: August 2023**

**Function of Position:**

Responsible to the Food Production Manager for preparing and serving bakery items, and for cleaning food serving equipment and work areas.

**Principal Duties and Responsibilities :**

- 1) Prepare breads and rolls, pastries, and dessert items from menus, recipes and as instructed by supervisor. (55%)
- 2) Serve food on site, in food service venues (15%)
- 3) Operate food service equipment (10%)
- 4) Clean and sanitize kitchen and food serving areas (7%)
- 5) Direct student employees (7%)
- 6) Clean food preparation equipment such as donut machine, ovens, and refrigerators (2%)
- 7) Retrieve supplies from storage areas (2%)
- 8) Remove garbage and recycled items (2%)
- 9) Perform other related duties as assigned.

**Supervision:**

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and consults with the supervisor on unusual cases.

**Minimum Qualifications:**

Requires basic math skills and 9 months and/or experience cooking or baking in the food business; supervisory experience; math proficiency using calculator, decimals and fractions; basic computer/technology skills; good customer service skills.

**Physical Abilities:**

Position requires standing and moving except when on break. Lifting up to 50 lbs., pinching, hand/wrist position and endurance are moderate requirements of the position. Good vision is needed for all work. It can get hot when working with some equipment, and there is need to go into refrigerators and freezers. It can get noisy in the work environment due to equipment, ventilation fans, garbage disposals, and other people working in same area; work pace is determined by business activity level, equipment used and deadlines.

**Application Procedure:**

Send letter of interest including a statement regarding qualities within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

***WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.*