

EDITED KSA LISTING

CLASS: BAKER I (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Intermediate knowledge of methods and practices used in the large-scale preparation of bakery products and desserts to ensure quality products are provided in the food service operation.
K2	Advanced knowledge of the operation of bakery equipment and utensils to ensure the proper utilization and longevity of equipment.
K3	Intermediate knowledge of the chemistry of baking and fermentation to ensure quality products are provided for the inmate/ward population.
K4	Advanced knowledge of kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas to ensure quality products are provided in the bakery.
K5	Advanced knowledge of safe food handling procedures (e.g., food temperature danger zones, proper hand washing techniques, proper food storage, etc.) in order to ensure the efficient operation of the food service program.
K6	Advanced knowledge of proper oven temperatures to ensure proper bakery products are provided to inmates/wards.
K7	Intermediate knowledge of proper baking recipes to provide a better quality baked item.
K8	Intermediate knowledge of the principles of supervision to effectively supervise wards in the performance of duties.
K9	General knowledge of requisitioning various supplies in order to maintain a sufficient store of required items.
K10	Intermediate knowledge of inventory control in order to know what supplies need to be ordered and what supplies are on hand.
K11	Advanced knowledge of weights and measures in order to provide the correct amount needed in a recipe, ensure quality control, and consistency of product.
K12	Advanced knowledge of basic safety practices (e.g., inmate/ward accountability, tool, key and lock control, etc.) to ensure safety and security of the institution.
K13	Intermediate knowledge of training methods to provide direction to inmates/wards and employees to ensure the safe and efficient operation of the food service program.
K14	Intermediate knowledge of Equal Employment Opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions.

Bold text-indicates not on Classification Spec.

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#	Skill to:
S1	Communicate effectively (e.g., written, verbal, etc.) in order to exchange information and/or provide direction to inmates/wards and staff.
S2	Use and maintain appropriate equipment to provide a safe and efficient operation of the bakery program.
S3	Follow directions in order to accomplish the day-to-day activities, ensure safe and secure working environment.
S4	Plan, organize, and direct the work of others to ensure quality products are provided.
S5	Analyze situations accurately and taking and/or recommending an effective course of action to ensure the safe and efficient operation of the food service program.
S6	Prepare reports and record keeping to provide information and documentation to ensure efficient operation of the food service program.
S7	Modify recipes in order to create healthy and nutritious bakery products using available ingredients.
S8	Determine quantities of baking ingredients necessary for inmate/ward population of varying sizes to ensure the efficient operation of the bakery program.
S9	Conduct training to provide direction to inmates/wards and employees to ensure the safe and efficient operation of the food service program.
S10	Judge the quality of baked goods to ensure healthy and nutritious products are provided to the inmate/ward population.
S11	Effectively contribute to the department's Equal Employment Opportunity Program objectives in order to create and maintain a fair and equitable work environment.

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	Ability to:
A1	Lift up to 30 pounds in order to accomplish day-to-day activities.

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	Special Personal Characteristics:
SPC1.	Patience with, understanding of, and willingness to work with inmates/wards in order to accomplish the day-to-day activities.
SPC2.	Personal hygiene/cleanliness in order to maintain safe and healthy work environment.
SPC3.	Supervisory abilities necessary to direct the work of others and provide a safe and productive work environment.
SPC4.	Possess a good sense of smell and taste in order to ensure quality baked goods are prepared.
SPC5.	Freedom from communicable diseases in order to maintain a safe and healthy work environment.

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	Special Physical Characteristics:
SPC1.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.
SPC2.	Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.
SPC3.	Possess balance/coordination/agility in order to accomplish the day-to-day activities.
SPC4.	Ability to maintain repetitive motion in order to accomplish the day-to-day activities.
SPC5.	Ability to push, pull, and bend in order to accomplish the day-to-day activities.
SPC6.	Ability to stand for long periods of time (6-8 hours) in order to accomplish the day-to-day activities.