

**CLASS TITLE:**

**BAKERY SUPERVISOR**

**Class Code: 02142400**  
**Pay Grade: 18A**  
**EO: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan and organize a large-scale baking program in a central food processing plant; to be responsible for the manufacturing and packaging of all bakery products, ice cream and other desserts, for all institutions within the Department of Social Welfare and other state agencies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Manager, Food Processing Plant, with considerable latitude for the application of accepted methods and techniques used in large-scale baking operations; work is reviewed for quality of product, for economy and efficiency, and for meeting production requirements.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of subordinates engaged in the manufacturing and packaging of all bakery products, ice cream and other desserts.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan and organize a large-scale baking program in a central food processing plant.

To be responsible for the manufacturing and packaging of all bakery products, ice cream and other desserts for all institutions within the Department of Social Welfare and other state agencies.

To be responsible for the operation and maintenance of highly specialized equipment and machinery used in a large-scale bakery manufacturing operation.

To be responsible for the training and instruction of employees assigned to various sections of the bakery.

To inspect the bakery regularly for conformance to rules and regulations of cleanliness and sanitation.

To be responsible for the testing of new formulas, products and materials.

To keep records as required, and to prepare detailed written reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods and materials used in large-scale baking operations; a thorough knowledge of the types and grades of baking ingredients; a working knowledge of modern baking machinery and equipment; the ability to plan, organize, supervise and review the work of subordinates in all phases of the bakery operation; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment which included supervisory responsibility as a baker in a large commercial or institutional bakery having a large-scale baking program.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 28, 1970  
Editorial Review: 3/15/03