

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BAKER 1, 2
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future baking positions in a food service program. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions performing production baking in a food service program.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions meeting the statutory definition of supervisor or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are responsible for a majority of the time for preparing the main lunch and dinner entrees, and are more appropriately classified as Cook or Food Production Assistant.
3. Food production support positions that for a majority of the time do not perform production baking, and are more appropriately classified within the Food Service Assistant series.

4. Positions that for a majority of the time lead or direct a group of incarcerated offenders or psychiatric patients in food service activities, and are more appropriately classified within the Corrections Food Service Leader series.
5. All other positions more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this series is by competitive examination. This is not a progression series; reclassification from one level to a higher level will occur only when it can be demonstrated that the changes in duties and responsibilities justifying the class change are a logical and gradual outgrowth of the position's previous duties and responsibilities and a majority of the work is defined at the higher level.

II. DEFINITIONS

BAKER 1

Under general supervision, these positions perform objective level baking as an assistant to the Baker 2 who is responsible for the total baking operation, and perform related work as required. Positions may lead assistants in bakery production.

BAKER 2

Under general supervision, these positions are responsible for a total bakery operation, or responsible on a shift in a bakery operation requiring more than one shift of baking. These positions may either function as a specialist in dessert and pastry baking, or function as a generalist to bake a variety of yeast breads and other dough-based items, including muffins, cakes, pastries, doughnuts, bars, cookies, and pies. Positions are responsible for monitoring compliance with sanitation and food safety standards in the bakery. Positions may lead a Baker 1 or other assistants in bakery production.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 21, 2000 and announced in Bulletin CLR/SC-112, and replaces a Baker 1, 2 series abolished on the same date. This change results from the partial implementation of the Food Service Occupations Survey, initiated on September 11, 1997, and announced in Bulletin CC/SC-71.