



Job Posting

Position Title: SS Baker (20699)

Reports To: Director of Food Services

Location:

TN School for the Blind
115 Stewarts Ferry Pike
Donelson, TN 37214

Position Description:

The food services department at the Tennessee School for the Blind is responsible for providing students with nutritional meals which meet their dietary needs. This position may have additionally responsibilities added to fill the needs of the agency or department.

Specific Position Responsibilities:

Organizing, Planning, and Prioritizing Work:

1. Bakes a variety of pastries, rolls, breads, cornbread, biscuits, fruit pies, puddings, cookies, cakes, and cobblers and decorates cakes, etc. by measuring ingredients and following recipes. Air Force recipe guide.

Controlling Machines and Processes:

1. Operates a variety of kitchen equipment including mixers, food grinders, proofers, ovens/ranges, and can openers.

Coordinating the Work and Activities of Others:

1. Direct the work of helpers as assigned.

Repairing and Maintaining Mechanical Equipment:



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1. Cleans and maintains bakery equipment and work area.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

1. Plans menu by Coordinating with Supervisor.
2. Orders supplies as needed, weekly.

Performing for or Working Directly with the Public:

1. Plates, wraps, and places desserts in merchandisers or display cases.

Qualifications:

- High School Diploma or GED [REQUIRED]
- Experience equivalent to two years of full-time volume baking duties of average difficulty; and performs related work as required.

Competencies (KSA's):

Competencies:

1. Self-Knowledge
2. Patience
3. Work/Life Balance
4. Customer Focus
5. Timely Decision Making
6. Composure
7. Peer Relationships
8. Decision Quality
9. Dealing with Ambiguity

Knowledge:

1. Basic knowledge of food preparation techniques, tools, and equipment
2. Basic knowledge of food storage and handling techniques



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3. Basic knowledge arithmetic and its application
4. Basic knowledge of production and processing
5. Basic management of material resources

Skills:

1. Time Management Skills
2. Basic skills in preparing, cooking, and baking foods
3. Basic skills in talking to others to convey information effectively
4. Basic skills in monitoring oneself, others, and work being performed
5. Basic skills in adjusting actions in relation to others actions
6. Basic skills in teaching others how to do something
7. Basic learning strategies skills
8. Basic mathematical reasoning
9. Basic Memorization

Abilities

1. Ability to shift back and forth between two or more activities or sources of information
2. Manual Dexterity
3. Ability to exert muscle force to lift, push, pull, or carry objects
4. Arm-Hand Steadiness
5. Ability to quickly and repeatedly adjust controls of a machine to exact position
6. Ability to bend, stretch, twist, or reach with body, arms, and/or legs
7. Basic written comprehensive abilities
8. Basic number facilities abilities
9. Finger Dexterity
10. Basic oral comprehensive abilities
11. Ability to see details at close range
12. Basic information ordering abilities

Tools and Equipment Used:

1. Industrial Mixer
2. Whisks
3. Scales
4. Ovens
5. Spatulas



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6. Sifters
7. Proofing Cabinet
8. Cake Decorating Tools
9. Coolers/Freezers
10. Food Grinder
11. Commercial Cutlery
12. Food Thermometer
13. Can Opener
14. Measuring Cups

CONDITIONS OF EMPLOYMENT:

- Selected applicants must verify experience | highest degree held.
- Direct deposit of paycheck on a 12-month schedule is required.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Regina.Harris@tsbtigers.org. Applications will be accepted until the close of business on January 15, 2016.



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