

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: BAKER**

**Posting# 8010-1215jhm**

**STARTING SALARY: Step22 \$15.13 per hour, \$1,210 Bi-weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** December 15, 2015

**CLOSING DATE:** December 29, 2015

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Prepare baked goods for inmates and staff at the Utah County Jail. This is a full performance classification level performing food preparation duties.

**DUTIES INCLUDE:** Prepares dough and bakes bread, rolls, hamburger buns, coffee cakes, biscuits, and desserts. Leads, trains, monitors inmate assistants, and reports any concerns. Maintains kitchen sanitation and safety according to County health codes. Assists with monthly and year-end USDA inventory. Plans menus. Assists the cook in complete meal preparation.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge:** of baking techniques, food service sanitation, food storage, and inventory procedures.

**Ability:** to read and calculate recipes for accurate food preparation; to use ovens, mixers, and related equipment; cooperatively interact with other employees and inmates; follow written and verbal instructions; and train others.

**REQUIREMENTS FOR EMPLOYMENT:** Equivalent to a high school diploma; and One (1) year of work experience baking in a high-volume food service. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.