

Baker at a Glance

Assignments

- Review the online Baker Syllabus.
- Print the Baker Need to Know Study Guide.
- Print and answer the Baker Operations Manual Questions. Verify your answers using the key.
- Download and print the Baker Opening, Running, and Closing Checklist.
- Complete the entire checklist at least once.
- Download and review the sample Duty Rosters Planner in the Operations Manual.
- Assist in the completion of the Baker Duty Roster items.
- Work with the person responsible for cleaning and preventive maintenance in the Bakery using the list on the online syllabus.
- Read about the equipment listed on the online syllabus in the Equipment Manual and the Baker section of the Operations Manual.
- Print and answer the Bakery Equipment Questions. Verify your answers using the key.
- Make all of the recipes prepared in your restaurant's Bakery including breakfast items. Refer to the Recipe Assignment in the workbook for a list of core recipes.
- Work as a Department Head for a minimum of two shifts.
- While working as the Department Head, focus on Guest service, labor management, recipe adherence, production levels, and cleanliness.
- Use the tools listed on the workbook syllabus when working as the Department Head.
- If using FMP, print the FMP Production Guide for this area from the Back Office Computer. If not using FMP, print your store guides and use the guide to manage food production.
- Work with the Manager to set and manage production levels for the Bakery throughout your shifts.
- Print the Labor Cost Analysis and the Hourly Productivity Report from the Back Office Computer.
- Complete the Baker Yield/Food Cost Assignment 1 found in your workbook. Verify your answers using the key.
- Complete the Baker Yield/Food Cost Assignment 2 found in your workbook. Verify your answers using the key.
- Complete the Walking the Bar assignment found in your workbook at least once.
- Work with your Training Manager to run breaks in the Bakery department.
- Download and print the Temperature Log from the Golden Corral Portal.
- Complete a Temperature Log for all Bakery items at required times during all shifts in the Bakery.
- Print and perform a Bakery Department Audit.

OnDemand videos

- Lesson from the Trainer – Baker
- Taylor Soft Serve Machine Video Series 1-7 (If applicable)

eLearning Center courses, quizzes, and exams specific to the Baker Department

- Intro to the Baker Position
- Appearance and Hygiene for Bakers
- Baking Charts Ovens and Timers
- Baker Operations Manual Questions
- MIT Baker Quiz

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End of Week Meeting with the Trainer topics

- Questions about the Bakery equipment
- Needed Bakery Equipment repairs
- Completion of the Baker Manager Final Performance Sign-off
- Completion of the Baker – Part A Syllabus Sign-off
- Setting and managing production levels for the Bakery
- Running breaks in the department
- Labor Cost Analysis and the Hourly Productivity Report
- MIT Baker Quiz results
- The results and any corrective actions found during the Bakery Department Audit
- Review your performance in the Bakery
- Completion of the Baker – Part B Syllabus Sign-off
- Completion of the Positional Evaluation in your workbook
- Completion of the Baker Manager Final Sign-off