

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice**

<b>Civil Service Title:</b> Baker	<b>Level:</b> N/A
<b>Title Code No:</b> 90211	<b>Salary:</b> \$32,266 to \$45,111 <b>Frequency:</b> ANNUALY
<b>Business Title:</b> Baker	<b>Work location:</b> 13-11 Hazen Street, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Correction Industrial Division	<b>Number of Positions:</b> 2
<b>Job ID:</b> 223466	<b>Hours/Shift:</b>
<b>Job Description</b>	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. The DOC is seeking a baker who's task will include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Prepares breads, rolls, muffins, cookies, cakes and other pastries for inmate populations.</li> <li>• Reviews schedules to determine variety and quantity of goods to bake and to assemble supplies/equipment needed for daily baking.</li> <li>• Cuts and weighs dough into uniform portions with knife or divider; molds dough into loaves or other shapes and places in pans.</li> <li>• Proofs dough and bakes in oven using peel and inspects product for quality during and after baking.</li> <li>• Prepares compotes, gelatins, custards, meat pies, fillings and other finishes as required.</li> <li>• Ensuring that all prepped food and/or packages are in accordance to food safety standards.</li> <li>• Cleans and maintains work areas, utensils and equipment.</li> <li>• May be required to prepare baked goods for special diets.</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>	
<b>Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. Two (2) years of experience as a baker with direct responsibility for the quantity production of breads, rolls and cakes on a baking trades basis or on a commercial basis; or</li> <li>2. Graduation from a vocational high school course, with a full program of approximately three years of vocational grade training in the field of baking.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Strong organizational and multi-tasking skills</li> <li>• Knowledge of supplies, equipment and/or services ordering and inventory control.</li> <li>• Ability to prepare and bake a variety of pastries, rolls and/or other baked goods.</li> <li>• Knowledge of maintenance and care of culinary facilities, equipment, supplies and materials.</li> </ul>	
<b>Residency Requirements</b>	
<p>New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
<p>To Apply:  For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/esss">www.nyc.gov/esss</a> and search for Job ID#:223466.  For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID#: 223466  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consider will be contacted.</p>	
<b>Post Date:</b> 11/17/2015	<b>Post Until:</b> 11/30/15

**The City of New York and The Department of Correction are Equal Opportunity Employer's**