

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

Civil Service Title: Senior Baker	Level: N/A
Title Code No: 90234	Salary: \$35,804 to \$54,658 Frequency: ANNUALY
Business Title: Senior Baker	Work location: 13-11 Hazen Street, East Elmhurst, NY 11370
Division/Work Unit: Correction Industrial Division	Number of Positions: 1
Job ID: 223467	Hours/Shift:
Job Description	
<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 senior baker who's task will include but are not limited to the following:</p> <ul style="list-style-type: none"> • Prepares breads, rolls, muffins, cookies, cakes and other pastries for inmate populations. • Reviews schedules to determine variety and quantity of goods to bake and to assemble supplies/equipment needed for daily baking. • Cuts and weighs dough into uniform portions with knife or divider; molds dough into loaves or other shapes and places in pans. • Proofs dough and bakes in oven using peel and inspects product for quality during and after baking. • Prepares compotes, gelatins, custards, meat pies, fillings and other finishes as required. • Ordering and maintaining adequate supplies of items needed to carryout primary functions of baking. • Ensuring that all prepped food and/or packages are in accordance to food safety standards. • Supervise other bakers in the baking of goods; while ensuring that products are delivered on a timely manner. • Performs miscellaneous job-related duties as assigned. 	
Qualification Requirements	
<ol style="list-style-type: none"> 1. Elementary school graduation and three (3) years of experience in baking; or 2. Two (2) years of experience in baking, plus one (1) year of vocational training in baking; or 3. A satisfactory equivalent combination of education and experience 	
Preferred Skills	
<ul style="list-style-type: none"> • Strong organizational and multi-tasking skills • Knowledge of supplies, equipment and/or services ordering and inventory control. • Ability to prepare and bake a variety of pastries, rolls and/or other baked goods. • Knowledge of maintenance and care of culinary facilities, equipment, supplies and materials. 	
Residency Requirements	
<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) - www.nyc.gov/esss and search for Job ID#223467. For all other applicants: Go to www.nyc.gov/careers and search for Job ID#223467 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.</p>	
Post Date: 11/17/2015	Post Until: 11/30/15

The City of New York and The Department of Correction are Equal Opportunity Employers