



ESF programm „Kutsete süsteemi arendamine“

## Occupational standard

### Assistant baker, level 3

**The occupational standard is a document**, that describes the job and competence requirements, i.e. a set of skills, knowledge and attitudes required for successful job performance in a particular occupation.

#### Application areas of the occupational standard

- 1) Drafting of curricula and training programmes meeting the requirements of labour market.
- 2) Evaluation of competence of the people, incl self-evaluation and conformity evaluation upon awarding an occupational qualification.
- 3) Description and introduction of occupational qualifications.
- 4) Career planning and creation of a basis for lifelong learning.
- 5) Identification of personnel training needs and planning of training.
- 6) Drafting of job descriptions and recruitment of employees.
- 7) Comparison of occupational and educational qualifications.

<b>Occupational qualification title</b>	<b>Estonian qualifications framework (EstQF) level</b>
<i>Assistant Baker, level 3</i>	<b>3</b>

## Part A

### JOB DESCRIPTION

#### A.1 Job description

The professional field of a baker includes three occupational qualifications: assistant baker, level 3; baker, level 4 and baker, level 5, where level 3 assistant baker mainly works under supervision on a limited field; level 4 baker works independently on all fields and level 5 baker plans and manages production in the extent of the whole production process, participates in creating and developing new products and organizes the activities of the work group.

**Assistant baker, level 3** is a skilled worker who, under the supervision of a baker or a pastry-cook, works in an establishment where bakery and pastry products are being prepared. He fulfils professional work-related tasks according to the specifics of the company. Their main tasks are storing and preparing raw material; shaping dough, packaging and storing finished products and cleaning. An assistant baker participates in teamwork.

#### A.2 Units

The job of an assistant baker, level 3 includes four obligatory and one optional unit.

##### Obligatory units

##### A.2.1 Preparing raw material

- 1) Preparing products and/or decorative materials
- 2) Preparing simpler salty and sweet fillings

##### A.2.2 Shaping dough and finishing before and after baking

- 1) Cutting up dough and observing weight norms
- 2) Finishing standard and special bakery products

##### A.2.3 Cooling products and finishing and refrigerating simpler bakery products

- 1) Cooling and final finishing of products
- 2) Refrigerating dough, prebaked products and finished products

##### A.2.4 Packaging and storing products

- 1) Packaging products
- 2) Storing products

##### Optional units

##### A.2.5 Using machinery and equipment

- 1) Checking the condition of machinery or equipment parts
- 2) Turning on machines or equipment
- 3) Preparing products
- 4) Being familiar with error messages of machinery or equipment
- 5) Saving error messages of machinery or equipment
- 6) Stopping machinery or equipment
- 7) Cleaning and maintaining machinery or equipment

#### A.3 Working environment and specific aspects of work

An assistant baker mostly works while standing up or moving, which requires good physical stress tolerance and perfect health. In their everyday work, a baker will come in contact with raw material that could cause allergies in hypersensitive persons. The nature of the work requires readiness to work at nighttime, on weekends and during holidays.

<b>A.4 Tools</b>
In the work of a baker, following tools, machinery and equipment is generally required: 1) tools: scales, grasps, spatulas, whisks, whippers, bowls, sieves, oven plates, thermometers, cutting boards, measuring tools, handcarts, grates, oven- and baking forms, etc., 2) machinery and devices: scales, dough mixing machines, dough cutters and –rounder, shaping devices, raising cabinets, ovens, cooling equipment, packaging machines, refrigerating equipment, etc., 3) cleaning equipment and tools.
<b>A.5 Personal characteristics necessary for this job: abilities and personality traits</b>
The job of a baker requires capability for physical effort, dutifulness, preciseness, preparedness for teamwork, willingness to learn and correctness.
<b>A.6 Occupational training</b>
The occupational qualification of an assistant baker is usually acquired on the workplace or by completing vocational educational training or continuing education.
<b>A.7 Possible job titles</b>
Baker, baker-pastry cook, assistant baker

## Part B

### COMPETENCE REQUIREMENTS

#### **B.1. The structure of the occupational qualification**

For acquiring the occupational qualification of assistant baker, level 3, certification of obligatory competences B.2.1-B.2.4 and B.2.6 (transversal competence) is required. Additionally, one can choose to certify an optional competence B.2.5.

#### **B.2 Competences**

##### **Obligatory competences**

<b>B.2.1 Preparing raw material</b>	<b>EstQF level 3</b>
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> <li>1) prepares raw material for making dough and products (sifts flour, prepares eggs, melts margarine, etc.) according to work arrangement and instructions;</li> <li>2) prepares simpler salty and sweet fillings (e.g. minced meat-, cabbage-, curd- and other mixes) according to work arrangement and instructions.</li> </ol>	
<u>Supporting knowledge:</u>	
1) raw materials and principles for using them.	
<u>Assessment method(s):</u>	
Written task, practical task, interview.	
<b>B.2.2 Shaping dough and finishing before and after baking</b>	<b>EstQF level 3</b>
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> <li>1) cuts dough manually or with a machine according to product parameters specified in the recipe or technical manual;</li> <li>2) finishes standard bakery products and simpler special bakery products before or after baking, according to work arrangement and instructions.</li> </ol>	
<u>Supporting knowledge:</u>	
<ol style="list-style-type: none"> <li>1) working principles of dough cutters;</li> <li>2) categorization of standard and special bakery products and their finishing methods;</li> <li>3) general quality requirements for baked and finished standard bakery products (including product color).</li> </ol>	
<u>Assessment method(s):</u>	
Written task, practical task, interview.	
<b>B.2.3 Cooling products and finishing and refrigerating simpler bakery products</b>	<b>EstQF level 3</b>
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> <li>1) cools and finishes products according to temperature requirements and cooling time specified in the work order and general instructions;</li> <li>2) packages and refrigerates products by using packaging and refrigerating equipment and taking into account product type, work arrangement and instructions.</li> </ol>	
<u>Supporting knowledge:</u>	
1) handling requirements for cooling bakery products;	

<p>2) product types (semi-fabricate products, dough, prebaked products, finished products);</p> <p>3) technology for preparing products (cooling, refrigerating);</p> <p>4) quality requirements (including sensory, physical-chemical factors) for frozen bakery products;</p> <p>5) categorization and work principles of packaging and refrigerating equipment.</p>
<p><u>Assessment method(s):</u> Written task, practical task, interview.</p>

<b>B.2.4 Packaging and storing products</b>	<b>EstQF level 3</b>
<p><u>Performance indicators:</u></p> <p>1) packages products by using packaging machines, according to work order and instructions;</p> <p>2) labels and stores products according to work order and instructions.</p>	
<p><u>Supporting knowledge:</u></p> <p>1) classification and work principles of packaging machines;</p> <p>2) packaging and its principles of use.</p>	
<p><u>Assessment method(s):</u> Written task, practical task, interview.</p>	

### Optional competences

<b>B.2.5 Using machinery and equipment</b>	<b>EstQF level 3</b>
<p><u>Performance indicators:</u></p> <p>1) checks the condition of machinery or equipment and its conformance to a specific task;</p> <p>2) starts and adjust a machine or equipment according to instructions (technological documentation) and chooses most suitable program according to a specific task;</p> <p>3) prepares the product by using auxiliaries if necessary, and according to work order and instructions (including technological documentation);</p> <p>4) understands error messages of machinery or equipment and reacts to them according to instructions given by the manufacturer;</p> <p>5) saves error messages and technical repair tasks by filling out necessary documentation;</p> <p>6) stops the machine or device according to instructions;</p> <p>7) cleans and organizes machinery or equipment daily according to food hygiene requirements.</p>	
<p><u>Supporting knowledge:</u></p> <p>1) machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use;</p> <p>2) accessories (cutting tools, etc.) of machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use;</p> <p>3) measuring and checking tools.</p>	
<p><u>Assessment method(s):</u> Written task, observation of practical work during the work process and verbal interview.</p>	

### Transversal competences

<b>B.2.6 Assistant baker, level 3 transversal competence</b>	<b>EstQF level 3</b>
<p><u>Performance indicators:</u></p> <p>1) follows and maintains high quality and productivity goals in their work, follows food hygiene requirements (cleaning and disinfecting hands, clothes, inventory, etc.);</p> <p>2) uses the work surface purposefully and keeps it clean; organizes their work rationally, by using tools, materials, time, energy and other means economically and by minimizing refuse; takes</p>	

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responsibility for the outcome of their work;

- 3) understands the work and functions of different departments/units, understands their role in the chain of production; demonstrates understanding of how a single problem is part of a larger system;
- 4) asks relevant questions and makes recommendations for improvement within their sphere of competence; co-operates with colleagues;
- 5) assesses risk factors of production and uses relevant methods for dampening such risks (e.g. in case of a machine malfunction, turns the machine off), by following work environment and work safety requirements and using personal protective equipment and safe work methods;
- 6) in case of an accident, immediately turns off the machine or equipment, calls for professional helps and notifies a responsible person or their direct supervisor of the situation;
- 7) in their work, uses Estonian language on language proficiency level A2 (see Annex 1 „Language skills“);
- 8) uses computers on level AO1-AO4 (c.1) and AO7 (see Annex 2 „Computer skills“).

Supporting knowledge:

- 1) legal requirements related to the professional field;
- 2) food hygiene and –safety requirements;
- 3) principles of ergonomics;
- 4) principles of client service;
- 5) principles of teamwork.

Assessment method(s):

Integrated with assessment of other competences specified in the occupational standard.

## Part C

### GENERAL INFORMATION AND ANNEXES

<b>C.1 Information on the preparation and approval of the occupational standard, on the body awarding occupational qualifications, and reference to the location of the occupational standard in classifications</b>	
1. Designation of the occupational standard in the register of occupational qualifications	11-16052013-3.1/6k
2. <i>The occupational standard is compiled by:</i>	Katrin Kapten-Leppik, <i>OÜ Vilmix</i> Kairit Luhakooder, <i>AS Eesti Pagar</i> Viiu Magnus, <i>Eesti Pagarite Selts</i> Eha Martma, <i>Tallinn School of Service</i> Ülle Parbo, <i>SA Innove</i> Inga Rahnu, <i>OÜ Vilmix</i> Janno Semidor, <i>Fazer Food OÜ</i> Raivo Vilbaste, <i>Estonian Association of Bakeries</i>
3. The occupational standard is approved by	Toiduainetööstuse ja Põllumajanduse Kutsenõukogu
4. No. of the decision of the Sectoral Council	19
5. Date of the decision of the Sectoral Council	16.05.2013
6. The occupational standard is valid until (date)	15.05.2018
7. Occupational standard version No.	6
8. Reference to the Classification of Occupations (ISCO 08))	7512 Bakers, pastry-cooks and confectionery makers
9. Reference to the level in the European Qualifications Framework (EQF)	3
<b>C.2 Title of occupational qualification in foreign languages</b>	
In Estonian Abipagar	
In Finnish Leipuri	
In Russian Пекарь	
<b>C.3 Annexes</b>	
Lisa 1 Language skills	
Lisa 2 Computer skills	