



BAKERS MANUFACTURING
ACADEMY

BAKING BASICS 101

Enrollment & Overview



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601 PENNSYLVANIA AVE., NW, SUITE 230 | WASHINGTON, DC 20004
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COURSE INFORMATION



Course Chapters:

- Introduction
- Glossary of Terms
- Chapter 1: Workplace Safety
- Chapter 2: Food Safety & Hygiene
- Chapter 3: Technical Training

Course Enrollment Information:

Completion Time: Half-hour to an hour

- Enrollment period: Two weeks
- Resource guide with comprehensive Glossary of Terms printout available
- Final Test: Students must score 80% GPA to complete the course successfully
- Certificate of Completion

Cost:

- Members: \$50.00
- Non-Member: \$100.00

How to Enroll?

Access the course through the Bakers Manufacturing Academy (formerly the Cookie & Cracker Academy)

- Option 1: Facilities: Enroll employees immediately within the Portal. To activate your plant, [register here](#).
- Option 2: Individual Access: Employees can enroll themselves, contact [Pippa O'Shea](#) or [Vanessa Vial](#) for enrollment information.

Thank you to the generous main sponsors of this course:



For more information about this lesson, course instruction, technical difficulties, or enrolling in additional educational programs, please contact:



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OVERVIEW

This lesson is designed to serve as an onboarding lesson to introduce the fundamental knowledge, skills, areas of responsibility, and behaviors essential to the operation environment within the baking industry.

Upon completion of the Course, you will be able to:

- 1. Workplace safety** – General Safety Guidelines that include: Machine Guards, PPEs, Equipment Safety, Work Area Safety and Sanitation tips.
- 2. Food Safety & Hygiene** – Universal Terminology, general practices, definitions, and importance of GMPs, HACCP, Allergen Control, FSMA, Hygiene (personal and behavior)
- 3. Technical Training** – Soft skills, areas of responsibility, and recommended guidelines for areas of operation that include:

COMMUNICATION

Understand the importance of clear communication in all areas of the facility

WEIGHT SHEETS

Why weight sheets are needed and the view identification markers.

EQUIPMENT SAFETY

What to look out for regarding equipment operations and hazards (pinch points, emergency stop buttons, tools, Lock-Out, Tag-Out (LOTO) and Compressed Air.

DEPARTMENT OPERATOR RESPONSIBILITIES

Foundational knowledge associated with areas of the production line, responsibilities, and importance of following procedures.

Department Operator Responsibilities also includes:

- ☑ Ingredients: Operator definition, Storage, Cleanliness, FIFO, Weighing vs Measuring, traceability.
- ☑ Mixing: Operator definition, Mixing Sheet (importance of records), production schedules, preparing ingredients (proper identification), Pre-Mixing Checklist, and general procedures.
- ☑ Baking: Operator definition, Stages of Baking, observation, Quality Control areas, Belt Tracking, oven operator responsibilities.
- ☑ Packaging Departments: Operator definitions, core skills and responsibilities.