



JOB POSTING: NIGHT-TIME PLANT SUPERVISOR

As Hot Bread Kitchen's Night time Plant Supervisor, you will be responsible for supervising and coordinating activities of sanitation, maintenance and packing in a 24/7 bakery and incubator kitchen. You will inspect the facility to ensure that premises and equipment are clean and in order, and that sufficient supplies are on hand to ensure an efficient operation. Your responsibilities will also include supervising and participating in tasks relating to shipping/receiving, food storage, sanitation/maintenance, packing and bread baking/production. This person will report to the Plant Manager.

RESPONSIBILITIES

- Supervise & train sanitation staff to ensure safety and efficiency of sanitation/maintenance department
- Manage weekly deep clean shift with overnight sanitation staff
- Set and meet productivity goals of sanitation staff
- Ensure proper storage and rotation of perishable and non-perishable products.
- Comply with and support Hot Bread Kitchen Quality Control programs and procedures
- Prepare a written reports for management, recapping all sanitation issues and trends and carrying out corrective actions that should be taken
- Actively contribute and respond to building security and safety
- Supervise evening Packing Shifts to ensure that the proper procedures are being followed
- Work with 3rd party distributors to ensure proper pick up of product. Assist in coordinating night time delivery logistics.
- Act as a liaison between production, packing and facility staff to ensure product quality and that safety and sanitation standards are being met.
- Act as a liaison to incubator tenants: respond to equipment and sanitation issues
- Responsible for night time maintenance of the facility
- Respond appropriately and professionally to facility and personnel issues as they arise

EXPERIENCE/SKILL REQUIREMENTS

- Facility sanitation and maintenance experience required
- HACCP, GMP, and AIB experience a plus
- Baking/ Product packing experience a plus
- 2 years management of teams of 4+ people
- Physical strength and ability to lift and carry objects weighing 50+ pounds
- Ability to work on your feet for 8 hours or more
- Experience working 3rd shift/overnight/graveyard shift
- Excel and MSWord Proficiency
- Self-starter who is detail-oriented and can work independently
- Charismatic leader with commitment to staff development
- Knowledge of occupational hazards and safety precautions
- May be required to a pre-employment drug test and background investigation

SCHEDULE

Full Time Hourly: We are a 24/7 facility. Shifts will focus on evenings/late nights and weekends. Some overnight shifts and flexibility in scheduling will be required.

TO APPLY

Interested candidates should forward their resume to HR@HotBreadKitchen.org. Please include "Part-Time Packing Associate" and your name (Last, First) and in the subject line of your email.