



JOB POSTING: PRODUCTION MANAGER

DUTIES:

- Producing Daily Production Sheets and Production Schedule
- Communicating with Sales/Customer Rep in regards to special orders, etc
- Keeping track of all inventory for ingredients and Bakery needs (parchment paper, etc)
- Managing Bakers' duties and needs of the days orders
- Fluent in the specific aspects of production, including mixing, shaping, baking, or prep
- Supports all aspects of production
- Follows up with Product Coordinator and ensures FIFO is observed
- Maintains an orderly and timely flow of the production room
- Produces daily production reports to CBO and CEO
- Speaks with CBO about staffing needs to complete work
- Speaks with Operations Manager about coordinating packaging needs
- Checks in with Program Coordinators about ingredients for production
- Manages production schedule
- Manages bakers duties and needs
- Ensures that team begins and ends their shift as scheduled
- Responsible for complying with Hot Bread Kitchen quality control policies and procedures

REQUIRED SKILLS:

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
- Familiarity with Microsoft Excel
- Excellent interpersonal and management skills. Ability to read, write and speak in English is required
- Must be organized, detail-oriented, punctual and reliable. Flexibility in working weekends and holidays
- Knowledge of proper health & sanitation guidelines

TO APPLY:

1/22/14

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