



JOB POSTING: BREAD PRODUCTION MANAGER

ORGANIZATION DESCRIPTION:

Hot Bread Kitchen is a non-profit social enterprise bakery that creates professional opportunities for immigrant women. In order to fund our professional training programs, we sell a line of fresh, multi-ethnic breads baked using traditional recipes, inspired by our bakers. We train our bakers in English, business skills, and kitchen math so that they are ready to launch new careers as business owners and culinary professionals.

We are currently seeking an experienced Bread Production Manager to support our bakery production team. This management position will spend a majority of their time training and baking on the production floor.

RESPONSIBILITIES:

- Manages the bakery by balancing daily production and training goals
- Tracks daily production needs and ensures that all orders are fulfilled
- Maintains an orderly and timely flow in the production room
- Manages production schedule and communicates with Head Baker about staffing needs to complete work
- Ensures that team begins and ends their shift as scheduled
- Ensures high standards of product quality to meet with growing demand from wholesale and retail accounts
- Maintains and monitors sanitation and equipment
- Communicates with sales/customer service staff in regards to special orders, events or samples
- Keeps track of all inventory for ingredients and bakery needs
- Performs and trains in every aspect of production (mixing, shaping, baking, packing, etc.)
- Responsible for complying with Hot Bread Kitchen quality control policies and procedures

REQUIRED SKILLS:

- Fluent in the specific aspects of production, including mixing, shaping, baking, and mise en place
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds
- Familiarity with Microsoft Excel
- Flexible attitude and sense of humor
- Excellent interpersonal and management skills
- Ability to read, write, and speak English is required
- Must be organized, detail-oriented, punctual, and reliable
- Flexibility in working weekends and holidays
- Knowledge of proper health and sanitation guidelines

TO APPLY:

Interested candidates should forward their resume and cover letter detailed relevant experience to HR@hotbreadkitchen.org. Please include "Bread Production Manager_Your Name" in the subject line.