



## **POSITION OPENING: PRODUCTION & TRAINING MANAGER**

**DATE: SEPTEMBER 9, 2014**

Hot Bread Kitchen seeks an ambitious, resourceful and entrepreneurially-minded bread baker to fill our Production & Training Manager position. Hot Bread Kitchen is a fast-growing social enterprise that creates professional opportunities for immigrant women through paid training in our full-time artisan bakery. Through intensive, on-the-job culinary training and English classes, we help women gain the skills necessary to access well-paid jobs in the food industry. To support our programming, we produce a line of multi-ethnic breads, inspired by the cultures of our bakers, that is sold to many of New York City's top restaurants, grocery stores, and farmers' markets.

The Production & Training Manager will oversee the development and implementation of Project Launch, Hot Bread Kitchen's flagship training program in commercial baking. Reporting to the Head Baker, this key management position will spend up to 70% of their time training and baking on the production floor, with additional time spent on administration and management of the classroom and outreach components of the program. We are looking for someone who is passionate about baking and training to hit the ground running and take Project Launch to the next level. Qualified candidates should have 5+ years' experience in bread baking, coupled with knowledge of workforce development, leadership training, curriculum development and adult education. Prior experience teaching non-native English speakers a plus.

### **RESPONSIBILITIES:**

- Design and implement Hot Bread Kitchen's training program in commercial baking, including on-the-floor training in bakery skills as well as classroom training in ESL, baking science, and management skills.
- Manage ESL teaching staff; oversee the scheduling and coordination of workshops and classes
- Collaborate closely with the Head Baker, production managers and CEO to design and implement on-the-job training modules for Project Launch
- Collaborate closely with the Senior Director of HBK Incubates to offer additional resources and programming to high-needs HBK Incubates members
- Oversee enrollment of bakery trainees from outreach and hiring to graduation and placement.
- Track and analyze participant data to regularly evaluate the program
- Support fundraising and development efforts
- Establish and maintain relationships with potential placement businesses for bakery training graduates
- Represent Hot Bread Kitchen at relevant public events as needed in order to further the organizational mission

### **REQUIRED SKILLS:**

- Minimum 5 years bakery experience, with 2+ years management experience
- Experience with workforce development, program management and training facilitation
- Excellent public speaking and interpersonal skills
- Experience working with or teaching non-native English speakers
- Flexible attitude and sense of humor
- Willing and able to work non-traditional hours; as the schedule is determined by the needs of production, early mornings, evenings and weekends may be required
- Bi/Multi-lingual speaker encourage to apply
- Passionate about Hot Bread Kitchen's mission

**TO APPLY:** Applications **must include a cover letter, resume, and salary requirements** and should be sent to: [HR@HotBreadKitchen.org](mailto:HR@HotBreadKitchen.org). Please include "Training Director\_Your Name" in the subject line.