

HOT BREAD KITCHEN

preserving tradition / rising expectations

JOB POSTING: NIGHTTIME PLANT SUPERVISOR

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.

As Hot Bread Kitchen's Nighttime 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
- Ensure proper storage and rotation of perishable and non-perishable products
- Manage weekly deep clean shift with overnight sanitation staff
- Set and meet productivity goals of sanitation staff
- Comply with and support Hot Bread Kitchen Quality Control programs and procedures
- Prepare written reports for management, recapping all sanitation issues and trends; carrying out corrective actions that should be taken
- Responsible for nighttime maintenance of the facility
- 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 nighttime 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 by responding to equipment and sanitation issues
- Respond appropriately and professionally to facility and personnel issues as they arise

REQUIRED SKILLS:

- Facility sanitation and maintenance experience required
- Knowledge of occupational hazards and safety precautions
- 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
- Proficiency in Excel and MS Word
- Detail-oriented self-starter who can work independently
- Charismatic leader with commitment to staff development
- May be required to take 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. Salary is commensurate with experience. This is a full time position with eligibility for healthcare, dental, vision, paid vacation, and a performance based bonus.

TO APPLY:

Interested candidates should forward their resume and cover letter detailed relevant experience to HR@hotbreadkitchen.org. Please include "Nighttime Plant Supervisor" in the subject line.