

HOT BREAD KITCHEN

preserving tradition / rising expectations

JOB POSTING: PRODUCTION MANAGER

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 Production Manager to support our bakery production team.

RESPONSIBILITIES:

- Produces daily production sheets and production schedule
- Communicates with sales/customer service staff in regards to special orders, etc
- Keeps track of all inventory for ingredients and bakery needs (parchment paper, etc)
- Manages bakers' duties and needs of daily orders
- Fluent in the specific aspects of production, including mixing, shaping, baking, and mise en place
- Supports all aspects of production
- Follows up with Product Coordinator and ensures FIFO is observed
- Maintains an orderly and timely flow in the production room
- Produces daily production reports for Head Baker and Director of Operations
- Manages production schedule and communicates with Head Baker about staffing needs to complete work
- Ensures that team begins and ends their shift as scheduled
- Communicates with Director of Operations about coordinating packaging needs
- Checks in with Program Coordinators about ingredients for production
- 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 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 "Production Manager" in the subject line.