



HEAD BAKER

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen is a growing social enterprise bakery that enhances the future for immigrant and minority women by providing paid baking training and classroom training. To support the cost of our training activities, we produce a diverse line of breads, which includes breads inspired by the countries that our bakers come from. Breads are sold throughout the NYC Tri-state area to some of the most exacting clients.

ABOUT THE ROLE

We are hiring an experienced Head Baker who will help us to grow our bakery, thereby increasing training capacity. The Head Baker will be on the bakery floor more than 80% of their time developing recipes, spearheading research and development and ensuring the quality of products.

SPECIFIC DUTIES

- Manage the day-to-day operations of the bakery under direction of the Senior Director of Operations.
- Develop bread formulas with input of Sales Director under direction of Senior Director of Operations.
- Represent Hot Bread Kitchen and our programs to the larger community through media opportunities, events, and special classes
- Maintain, monitor, and track production schedule, inventory and equipment. Ensure high standards of product quality to meet with growing demand from wholesale and retail accounts.
- Hire, train and supervise a crew of bakers, bakery supervisors and bakery managers with varying degrees of experience in the bakery. Training includes classroom lessons and on-the-job learning.
- Oversee the preparation of weekly work schedules for maximum labor efficiency and control of food cost.
- Ensure sound financial management and sustainability of the business by monitoring food and labor costs, purchase orders, weekly/monthly inventory, and waste management
- Work to reflect deep commitment to excellence in the utilization of locally grown ingredients and maintaining quality that meets or exceeds customer expectations
- Coordinate and communicate with the management team. Attend management meetings as required.

SKILLS AND EXPERIENCE

- Minimum 5+ years professional experience in an artisanal bakery. Experience should include work in a high-output bakery and a minimum of 2 years supervisory experience.
- Extremely knowledgeable about bread science, baker's percentages, and formula development, including sourdoughs, slow fermentation, and grains other than wheat.
- Knowledge of and passion for artisan baking and international breads.
- Knowledge of proper health and sanitation guidelines including food handling, preparation & storage.
- Experience in culinary education or teaching baking a plus.
- Excellent verbal and written communication skills. Ability to read, write and speak in English is required.
- Commitment to the kitchen as job training environment. Strong leadership, coaching and development skills. Exceptional prioritization and organizational skills.
- Computer and marketing skills. Familiarity with Mac and PC platforms.

- Ability to use MS Office (Word, Excel, Email) is required. Experience with various costing and recipe software a plus.
- Bachelors and/or Culinary degree. DOH and/or Agriculture & Market certification is a plus.
- Second language and driver's license are preferred.

COMPENSATION:

This is a full time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. This position is also eligible for an annual performance based bonus. Salary is commensurate with experience.

TO APPLY:

Please submit the following via email to HR@HotBreadKitchen.org (please include: "Head Baker" in the subject line):

- A brief statement of interest
- A resume that includes at least two professional references
- Only applicants meeting the position's requirements will be considered
- Qualified candidates will be contacted for an interview. No phone calls, resumes via postal mail, or walk-ins please.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.