



LOGISTICS AND PACKING SUPERVISOR

ABOUT HOT BREAD KITCHEN & HBK INCUBATES

Hot Bread Kitchen is a social-purpose bakery that enhances the future for immigrant women and preserves baking traditions through its workforce development program. HBK Incubates, Hot Bread Kitchen's culinary incubator program offers small-scale food producers licensed commercial kitchen space and annual membership to a unique culinary community. Our incubator encourages business development and formalization by providing technical assistance and flexible kitchen space so that our entrepreneurs can contribute to the economic growth of NYC's food manufacturing industry.

JOB DESCRIPTION

Hot Bread Kitchen is looking for a reliable and self-motivated individual who can efficiently perform bread packing and shipping logistics duties. The Logistics and Packing Supervisor's day to day tasks will include but are not limited to: packing bread, creating/managing driver lists, organize orders for delivery, quality control and communicating responsibly with the production and operations teams. This person must maintain packing systems, organize delivery lists, and handle invoice distribution in order to ensure accurate order fulfillment.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Verifies all pick-ups and deliveries are accurately filled
- Communicates directly with distributors and delivery drivers in order to ensure fulfillment accuracy
- Verifies order, invoicing and logistical accuracy
- Verifies production reports and delivery numbers as packaging materials are prepared for next day's deliveries
- Ensures all product is properly lot/date coded
- Ensures all product is packaged and handled correctly as per customer requirements and/or general specifications
- Sorts deliveries
- Assists Facilities Manager and Senior Operations Director in training new staff
- Notifies Senior Operations Director about the need for any repairs or changes to packing operating systems
- Works with production, sales, and operations to resolve issues

EXPERIENCE/SKILL REQUIREMENTS:

- Baking/ Product packing experience preferred
- HACCP and GMP experience a plus
- Some level of supervisory or managerial experience preferred
- 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
- Excel and MSWord Proficiency
- Self-starter who is detail-oriented and can work independently
- Charismatic leader with commitment to staff development
- Knowledge of occupational hazards and safety precautions
- May be required to a pre-employment drug test and background investigation

SCHEDULE:

Full Time Hourly Position: 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.

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: Applications **must include a cover letter, resume, and salary requirements** and should be sent to: HR@HotBreadKitchen.org. Please include "Logistics_Your Name" in the subject line.

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