



PLANT SANITATION MANAGER

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 Plant Sanitation Manager who will supervise the sanitation and maintenance programs and their staff in a 24/7 wholesale bakery. S/he is responsible for managing and participating in tasks relating to shipping/receiving, food storage, sanitation and maintenance. This person will report to the Senior Director of Operations.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Supervise all sanitation staff to ensure safety and efficiency of sanitation/maintenance department
- Identifies staff training needs and ensures that training is obtained
- Respond appropriately and professionally to facility issues as they arise
- Manage routine deep clean shifts with overnight sanitation staff
- Set and meet productivity goals of sanitation staff
- Order and maintain inventory of chemicals, tools, and supplies
- Control incoming deliveries and be a point-person for all receiving-related issues
- Responsible for complying with and supporting Hot Bread Kitchen quality control policies and procedures
- Manage facility sanitation logs and paperwork
- Prepare written reports for management, recapping all sanitation issues and trends and carrying out corrective actions that should be taken
- Actively contribute and respond to building security and safety
- Act as a liaison to incubator tenants: respond to equipment and sanitation issues
- Responsible for maintenance of facility - all equipment and repairs

EXPERIENCE/SKILL REQUIREMENTS:

- 2 years of supervisory or managerial experience required
- Experience managing teams of 4+ people in a food manufacturing environment preferred
- Commercial Bakery experience preferred
- HACCP and GMP experience a plus
- Knowledge of Agriculture & Markets and NYDOH rules and requirements 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
- Strong problem-solving and analytical skills
- Operation & maintenance of kitchen equipment, and basic repair skills
- Keen eye for preventing and/or attending to personnel safety issues

SCHEDULE:

Full Time Salaried Position: We are a 24/7 facility. Shifts will focus on all shifts including 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 "Sanitation Manager_Your Name" in the subject line.

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