



## **FACILITIES DIRECTOR**

### **ABOUT HOT BREAD KITCHEN**

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve our mission through our two main programs: Bakers in Training, a paid, on-the-job training program in bread-baking for low-income and immigrant women who face significant barriers to employment, and HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs.

### **JOB DESCRIPTION**

Hot Bread Kitchen is looking for an experienced Facilities Director who will oversee the sanitation, maintenance, Good Manufacturing Practices (GMPs) and Standard Operating Procedures (SOPs) of both the production bakery and culinary incubator facilities. The Facilities Director will be responsible for training and managing facility staff in tasks related to shipping/receiving, food storage, sanitation and maintenance. The Facilities Director will also be the chair of the Hot Bread Kitchen Safety Committee. This position 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
- Identify staff training needs and ensure 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
- Responsible for managing labor, equipment and repairs and maintenance costs for the facilities
- 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 protocols and concerns
- Act as a liaison to incubator businesses: respond to equipment and sanitation issues
- Responsible for maintenance of both facilities, including oversight of all equipment and repairs
- Point person for all inspections and audits including but not limited to: Department of Agriculture and Markets, NYDOH, AIB, FDNY

### **EXPERIENCE/SKILL REQUIREMENTS:**

- At least 2 years of supervisory or managerial experience required.
- Experience managing teams of 4+ people in a food manufacturing environment preferred
- Familiarity with operation & maintenance of kitchen equipment; basic repair skills, minor carpentry, plumbing and electrical skills a plus.
- NY Food Handler's license required
- Keen eye for preventing and/or attending to personnel safety issues

- Commercial bakery/ kitchen experience preferred
- HACCP and GMP experience a plus
- Knowledge of Agriculture & Markets and NYDOH rules and requirements preferred
- Ability to lift and carry objects weighing 50+ pounds.
- Ability to work on your feet for 8 hours or more
- Ability to work overnight and weekend shifts when needed
- Excel and MS Word 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:**

We are a 24 hour, 7 day/week facility. Position 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 salaried position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. 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 "Facilities Director\_Your Name" in the subject line.

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