



SPECIAL TOUCH BAKERY, INC.

-VACANCY NOTICE-

POSTING PERIOD: 09/14/2018 – 09/28/2018

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Bakery Manager

WHEN: September

HOURS: Full-Time

DESCRIPTION

The Bakery Manager is responsible for all aspects of the bakery to include inventory, operational processes, budgeting, compliance and safety and employee relations. The Bakery Manager must possess comprehensive knowledge of products; recognize the scope and complexity of the Bakery and its operations, and understand how products are made.

RESPONSIBILITIES:

- Manage inventory which may include ordering, rotating stock, calculating ingredients necessary for production.
- Ensure high quality product and ingredients
- Ensures compliance with all applicable regulatory agencies for food safety and sanitation including but not limited to: Health Departments and Department of Agriculture.
- Manage all regulatory inspections of bakery operation.
- Enforce standards regarding food handling practices, safety and sanitation.
- Assures quality control of all food service products
- Ensures safety of all individuals in the bakery area.
- Ensure all employees are fully trained to produce products.
- Ensure the organization is operating in the most efficient manner possible
- Work with team members to ensure that company goals are being met and visions are implemented throughout the organization
- Analyze financial reports with the goal of increasing profitability
- Interview, select, train new team members and manage employee relations
- Develop efficient production and work schedules to ensure timely output.
- Ensure employees are complying with all policies and procedures
- Maintain and encourage effective communication
- Must be sensitive the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; a customer focused attitude; communication skills (verbal and written); problem solving skills, strong organizational skills, the ability to effectively manage multiple tasks/projects, effectively deal with ambiguity, handling risk and uncertainty with comfort, maintaining effectiveness, use multiple resources to analyze data for abnormal findings, further investigating where warranted and identifying cause-effect relationships impacting the data, use critical thinking to solve complex and difficult problems with effective solutions. Must have the ability to push, pull, lift 50 or more pounds.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent required. College degree preferred. Must have 3-5 years of prior managerial/supervisory experience in a bakery setting. Must have experience with and demonstrated competency supervising others. Must have the ability to successfully pass a drug screen. Must have functional knowledge and experience working with bakery equipment, computers and able to learn new systems quickly. Must have solid understanding and proven experience managing all aspects of a bakery operation to include but not limited to: production, scheduling, ingredient measurement, use and sourcing. Must have experience with project coordination, communicating goals and responsibilities to the team being sure to monitor performance against a project plan and effectively applying project controls.