



## **Bakery Production Manager Job Description**

### **Bakery Mission**

Each day, our lifework is to make the highest quality product, to maintain excellence, to serve our community with our hands and our hearts and to work as a team with love and empathy. Together we will create, learn, and travel through life. We were made for greatness.

### **Position Summary**

This role is responsible for production of dough, savory, dessert, and pastry at the bakery. They will work closely with the Director of Operations to ensure high-quality bakery items are produced to meet current demand. This role is overseeing all production roles and maintaining a clean working environment.

### **Key Roles & Responsibilities:**

- Production
  - Dough
  - Savory Production
  - Dessert
  - Pastry
  
- Manage Food Quality
  - Ensure that every item meets the standard of delicious, beautiful, and creative.
  - Ensure consistency in flavor, texture, and visual appearance of every item.
  - Supervise employees after noted mistakes, training, correcting, & coaching as needed.
  
- Manage Food Safety Systems
  - Monitor shelf life, suggesting utilization tactics and ensuring fresh product
  - Maintain organization of all cold, dry, and frozen storage
  - Ensure sanitation standards are maintained throughout the bakery
  - Prioritize efficiency, creating systems for repeatable success

- Manage Inventory & Ordering
  - Daily Ingredient Inventory & Ordering
    - Communicate with the Director of Operations to ensure that ingredients are ordered for production
    - Look out for production changes/new items and ensure leads are asking what they are responsible for ordering.
  - Daily Prep & Planning
    - Oversee the prep schedule of dough, dessert, pastry, and savory production departments.
    - Oversee the successful completion of tasks.
    - Oversee production and spearhead training of new tasks/menu items.
  
- Manage Training Program
  - Communicate staffing needs to Director of Operations
  - Perform interviews with potential staff for dough, dessert, pastry, and savory
  - Arrange stages and observe the behavior of the stage
  - Make job offers
  - Train and onboard staff for dough, dessert, pastry, and savory teams
  - Manage cross training opportunities for staff
  - Correct behavior as needed
  
- Performance Management
  - Review performance of employees on a systematic basis
  - Note late attendance of employees
  - Create incident reports in the case of accidents or poor behaviors
  - Create Performance Improvement Plans for team members as needed
  - Join Director of Operations for terminations
  
- Manage Kitchen Culture
  - Monitor employees to ensure that Code of Conduct is followed
  - Lead team/department meetings
  - Communicate clearly and directly to team members
  - Offer mentorship to develop the skills of the team members

### **Qualifications**

- Minimum five years experience in food and beverage, two years management experience
- Ability to stand for 8 hr.+ shifts
- Ability to lift up to 50 lbs.
- Ability to climb a ladder
- Ability to work efficiently, maintaining calm and composure in all circumstances, in a fast-paced environment.

- Excellent written and verbal communication skills
- Solution oriented and team player
- Work in a cold/hot environment, with flour.
- Work with sharp equipment, or heavy machinery such as ovens, etc.
- Must have a valid driver license, in case a delivery need to be performed outside of the regular needs of the bakery.