

Title	Bakery Manager
Salary Range	\$
Benefits	TCOR Standard (See Benefits Summary Attached)
Relocation Reimbursement	None

- ✓ Has functional literacy and oral communication skills in English for safety and following job specific instructions.
- ✓ Has the ability to function under highly stressful conditions and interact cordially with co-workers to accomplish common tasks.
- ✓ Management retains the discretion to add or change the duties of the position at any time.
- ✓ Follows and promotes safety policies.
- ✓ Reviews production orders or schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to plan department operations.
- ✓ Plans production operations, establishing priorities and sequences for manufacturing products.
- ✓ Prepares operational schedules and coordinates manufacturing activities to ensure production and quality of products meets specifications.
- ✓ Reviews production and operating reports and resolves operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.
- ✓ Inspects machines and equipment to ensure specific operational performance and optimum utilization.
- ✓ Develops or revises standard operational and working practices and observes workers to ensure compliance with standards.
- ✓ Resolves worker grievances or submits unsettled grievances to Production Superintendent for action.
- ✓ Compiles, stores, and retrieves production data.

SUPERVISORY RESPONSIBILITIES

The candidates will manage subordinate supervisors who supervise a total of 150 employees in the Bakery and/or Savory Department. The candidates will be responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees; and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following requirements are standards to our industry:

- 1- Experience in the production of dessert items i.e. cheesecakes, layer cakes, and specialty and individual desserts.
2. Experience in fast paced production line and batch process manufacturing.
3. Knowledgeable in operation of Glenn, Hobart, San Cassiano, Hinds Boch, Fedco, Unifiller, Foodtools, Revent, and Fuji equipment.
4. Cake decorating experience a definite plus.
5. Experience in innovative production line layout.
6. Knowledgeable in AIB, NSF, OSHA, HACCP.