
Bakery Manager

Job Overview:

In this role, you will be responsible for the oversight of production schedules, guest services, forecasting, inventory/ordering, and sales goals, while successfully coordinating all required tasks through supervisors and front-line staff.

The ideal candidate is a manager that brings strong leadership skills, enthusiasm, and confidence along with the ability to drive employee success to enhance the value of the company and its team.

Candidate should be able to demonstrate the following:

- Proven client relationship skills and the ability to work collaboratively.
- Bakery production experience and a strong background in safety and sanitation compliance.
- The ability to manage multiple priorities, demonstrate professional communication skills, and a passion for a high level of guest service.
- The ability to prioritize tasks and exhibit flexibility to take on additional responsibilities as needed.
- This position will direct a 12+ member team and will report directly to the CEO.
- Solid customer service skills to support team, guest, and wholesale interactions.

General Responsibilities:

- Provides leadership and supervision for the on-site food service exempt and non-exempt level staff in the delivery of our contractual agreement with the client. Provides supervision for food services at account/unit to ensure client satisfaction and retention for the company.
- Implements business practices to uphold company mission, values and commitments
- Establishes a safe work environment
- Utilizes Standardized Recipes, Schedules, Forecasting, Safety, and Hospitality Standards to develop client, customer, and staff relationships, to ensure account growth and retention.
- Implements and fully utilizes all Simply Vanilla Gourmet tools and programs to ensure financial outcomes.
- Directs daily operations of food service to ensure employees have appropriate equipment, inventory and resources, ensures operating standards and regulatory requirements are met
- Develops and implements plans, projects, with defined objectives, methods, timetables, and budget to support the Simply Vanilla Gourmet strategic plan
- Ensures adherence to all HR standards for Simply Vanilla Gourmet and regulatory agencies

Job Qualifications:

Experience/Knowledge

- Basic Education Requirement - Associate's Degree or equivalent experience
- Basic Management Experience - 2 years
- Basic Functional Experience – 1 year work experience in food or culinary services including restaurants, fast food, vending, catering services, institutional services, mall food courts, etc.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Ability to provide clear directions and respond to employees.
- Basic math skills including the ability to calculate numbers, correct entries, count, and reconcile cash drawers/banks, and post to records.

License/Qualifications

Certifications: Food Safety Certification Preferred

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends and some holidays.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).

- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting; however, may supervise outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____

Manager _____ **Date** _____