

Bakery Manager

Sweet Encounter Bakery

Supervisor: Owner

General Job Description: The Bakery Manager is responsible for all aspects of the kitchen including stock, equipment, orders, and staff.

Major Duties and Responsibilities:

Must be able to perform duties with or without reasonable accommodation.

- Ensure our products are safe, properly prepared and labeled correctly
- Responsible for kitchen operation
- Oversee bakery production schedule
- Ensure items are baked daily and the bakery case is fully stocked
- Upholding product quality and meeting deadlines
- Plan and manage orders as they arise
- Uphold Sweet Encounter Bakery standards
- Ensure work area is clean at the end of every shift
- Maintain inventory of stock and assist with weekly ordering
- Supervise and train bakery assistants and cake decorators.
- Perform other related duties as assigned

Qualifications:

- High school diploma or equivalent
- Experience in management role
- Organized
- Creative

Compensation/Benefits:

- \$17/hr plus shared tips
- 40 hours a week (no overtime unless approved in advance by management)
- Paid Monthly Parking Pass
- Opportunity for annual bonuses based on bakery profits
- Six month and yearly reviews; opportunity for pay raise