Bakery Manager - Wayne, NJ

Job Information

ID: #40941979
# of Positions: 2
Minimum Education Level: High School Diploma/GED
Experience Required: 2 years
Training: Yes
Salary: $16.50 + hourly
Duration: Full Time Regular
Shift: Unspecified
Hours per week: 35

Job Description

Position Summary:
The Nothing Bundt Cakes (NbC) Bakery Manager/Lead Operator directs the team and day-to-day operation, which includes all aspects of the guest experience, cake production, brand and merchandise presentation, work environment, P&L management and inventory control. The ultimate objective of this role is to drive sales and profitability while ensuring the highest-quality cakes, a warm, welcoming environment and superior service are consistently provided to our guests. The Bakery Manager/Lead Operator exemplifies NbC core values and serves as the key culture carrier to bring joy to the bakery and beyond in the community while building the team’s commitment to our guests and the NbC brand.
Accountabilities/Duties:

1. Team Leadership
Prioritizes the guest experience, models superior guest engagement and fosters a positive work environment.
Recruits and selects talent and ensures performance expectations are clearly communicated and proper training is provided to execute responsibilities effectively and enable team members to thrive.
Engages frequently with team members to gain insight into workload and progress, address any challenges and course correct as needed.
Provides continuous coaching and follow up to develop team and manage performance; delivers constructive feedback, conducts quarterly reviews, and addresses any performance issues in a timely, effective manner.
Delineates role of Assistant Manager, assigning specific responsibilities to support the ongoing leadership of the bakery team and operation.
Identifies future leaders and cross-trains team members as appropriate to build individual capabilities and ensure adequate bakery coverage.
Maintains hands-on knowledge of all bakery roles and steps in regularly to perform various responsibilities as business needs dictate.

2. Business Operations
Facilitates the opening and closing of the bakery, including cash-register balancing and bank deposits.
Manages special-order fulfillment via web and email for individual guests and corporate accounts as well as large, complex orders and deliveries.
Creates and communicates weekly sales productivity goals, cake production plan and team schedule, and adjusts bakery coverage based on changing business trend.
Sets inventory par levels based on production demand and sales forecast, monitors stock levels, processes weekly supply orders and conducts monthly inventory.
Ensures NbC product, service, bakery environment and visual merchandising standards are consistently upheld and that all bakery operations adhere to food and health safety standards and NbC policies and procedures.
Manages all controllable expenses, including labor, COGS, maintenance and supplies, to maximize profitability.
Performs administrative functions, including payroll processing, sales, labor and product inventory reporting, and basic accounting procedures.

3. Local Marketing
Leads proactive community outreach to increase brand visibility in the market and engage in brand-aligned events while responding appropriately to external requests for NbC contributions.
Coordinates special event participation with local businesses, schools and other community organizers.
Company Information

Name: Kaysee Enterprise, Inc.
Description: Bakery specializing in bundt cakes.
Type: Direct Employer
Address: 1809 Route 23 South
Wayne, NJ 07470

Application Information

Email: Adeola Aliu<wayne-nj@nothingbundtcakes.com>
Apply direct: Attn: Adeola Aliu
1809 NJ-23 Suite B
Wayne, NJ 07470

By Phone: Call Adeola Aliu at (973) 988-0212

Job Posting Entered On: 6/20/2024
Job Posting Expires On: 12/30/2024