



## **Production Manager**

Cookie Cart

[cookiecart.org](http://cookiecart.org)

Cookie Cart is a nonprofit youth social enterprise that teaches life, leadership, and employment skills to teens of color through on-the-job and classroom experiences in nonprofit bakeries. We envision equitable communities where Cookie Cart alumni thrive and lead.

**SUMMARY:** The Production Manager oversees the daily production of the bakery, including the supervision, safety, scheduling, training, and coaching of a team of 10-15 youth and young adults. This position reports to the Director of Bakery Operations. They develop Standard Operating Procedures that create a culture of constant improvement—focusing on accuracy, quality control, efficiency, and safety in bakery processes. This position will be accountable for daily, weekly, and monthly inventory tracking and reporting.

Interested candidates should send a cover letter and resume to [smoran@cookiecart.org](mailto:smoran@cookiecart.org).

### **PRIMARY DUTIES/ RESPONSIBILITIES**

- Supervises a team of up to 6 production supervisors including scheduling, performance reviews, and coaching.
- Inventory tracking and reporting to ensure that food cost goals are met.
- Daily and weekly production planning to ensure sales needs are timely and accurately met.
- Complete all production needs including learning formula development and “Kook E King” operations (bakery machine).
- Oversee, train, and assist with the development of thorough safety and sanitation guidelines that meet all local, state, and federal guidelines.
- Develop and maintain regular and effective communication with the sales team to ensure all orders are accurately and timely filled.
- Manage daily bakery lobby operations including cash register deposits, customer service, cleaning, and stocking the case.
- Support the development and implementation of proper on-boarding processes.
- Partner with the bakery and program teams to develop, implement, facilitate, and track training and development opportunities for youth in bakery.
- Other duties as applicable or assigned.

### **REQUIRED SKILLS, ABILITIES, AND COMPETENCIES**

- Strong and current knowledge of local, state, and federal health codes, regulations, and practices.
- Strong and current knowledge of relevant employment laws at the local, state, and federal levels.
- Ability to build trust and maintain productive, collaborative working relationships and confidentiality; positively represent Cookie Cart to internal and external stakeholders.
- Ability take the initiative to be self-directed.

- Ability to give daily updates to bakery staff and the sales team, including participating in bi-weekly sales and production meetings.
- Must be able to be on your feet for extended periods of time and lift up to 50 lb. daily.

### **QUALIFICATIONS**

- Must have a Minnesota Certified Food Managers license.
- 3+ years of supervising experience in a bakery or fast casual setting.
- College coursework in youth development, business management, or the culinary arts is a plus.

### **PHYSICAL REQUIREMENTS**

- Ability to be on your feet for extended periods (3-4 hours).
- Ability to lift up to 30 lb. several times during the shift.

**PAY RANGE:** \$22-24/hr. with overtime being paid after 40 hours each week. Flexibility in schedule is necessary.

### **BENEFITS:**

Paid medical, dental, and life insurance, paid time off, paid holidays, and employer matched retirement plan.

This is not a hybrid nor remote position.

Cookie Cart is a proud to be an equal opportunity employer. We encourage anyone, regardless of race, age, color, religion, national origin, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy or any other classification protected by law to apply.

We pride ourselves on inclusiveness and honor diverse strengths, contributions, voices, and backgrounds.