



KITCHEN & STUDIO MANAGER

Operates as part of a 2-person Management Team (With Sales & Customer Service Manager) reporting to each other first, and as a duo to the CEO.

High Tea Bakery's Kitchen & Studio Manager is a passionate and talented leader. Not only are they an exceptional baker &/or decorator with a burning love for cookies - they are a problem solver, an organizer, and above all, a communicator. High Tea Bakery's kitchen has a unique blend of highly specialized custom work, coupled with the mass production of cookies. The Kitchen & Studio Manager must possess superpowers of organization, but also the flexibility to meet our customer's ever-changing demands. He/She/They work with their team to improve efficiencies daily, streamline production, and come up with new and innovative products in keeping with HTB's classic style & exceptional quality.

This leader will:

- Take over control and operation of the kitchen and decorating studio in all aspects.
- Manage both kitchen and decorating staff, creating a harmonious & collaborative team environment.
- Establish a chain of command for communication and workflow within the departments and with front of house.
- Hire/fire/evaluate & discipline staff as required. Maintain accurate employee records.
- Update and test baking procedures on all recipes for our new oven (Bassanina Mini Rotating Rack Oven).
- Develop new recipes thoroughly from test phase to full production implementation and customer response testing.
- Maintain & improve standards & procedures to be followed in the kitchen & decorating studio (*systemization is a key factor as we look to future expansion opportunities).
- Maintain current & accurate records of all recipes and procedures. Monitor and control COGS, adapt as needed.
- Maintain inventory control/ordering/etc. Maintain waste management control.
- Maintain exceptional levels of quality control.
- Manage the maintenance & cleanliness of all equipment.
- Take part in strategic planning sessions with CEO & Management Team to plan future of HTB

Benefits:

- 3 weeks vacation
- Eligible for Employee Health & Dental Plan after probationary period