MANAGEMENT OF THE BAKERY

The bakery is at the heart of the business and we are always seeking to improve the management systems. Your role will therefore involve proactively working to implement even higher standards of supervision and control to meet forecast planning.

This supervisory structure will report in to the Operations Managers who will produce a daily report on output and issues. This will drive the process of planning production to be better integrated into sales forecasts and based on realistic levels. Refinement of this labour model will enable the company plan and schedule labour more accurately.

You will therefore be part of a fundamental change in approach and therefore business roles. It is envisaged that the deputy production manager will be free of any working role and be responsible as follows:

1. Ensuring that resources and materials are in place to fulfil daily production plans – checking all ingredients and packaging the day before. Ensure issues are in line with recipe and record any over-usage.

2. Ensuring that equipment and processes are set up to allow for a timely start to production runs.

3. Validating and reporting all elements of the production process for each product – principally labour and recipes.

4. Report on yield, labour and packaging usage for each product on a daily basis.

5. Investigate discrepancies against standard and instigate appropriate corrective action.

6. Ensure that quality standards are understood and met by all members of staff at all times.

7. Ensure that all relevant paperwork and checks are completed daily.

8. Ensure that toppings are consistent with recipe.

9. Ensure all rejected stock is accounted for and fully explained.
10 Set staff rotas in line with the weekly production plan and ensure production values are met if changes are required.

11 Ensure all staff are trained in process and quality standards.

12 Ensure that new products and processes are properly and fully integrated.

13 Ensure that production methods are as effective and efficient as possible.

14 Ensure that Tropos processes are followed fully and accurately.

15 Implement personnel policies in line with company procedures.