

Collin Street Bakery Supervisor Job Description

Our Company: The Collin Street Bakery has been in existence since 1896 and has been hugely successful in the direct mailing of fruitcakes and other baked goods. Our new retail stores, featuring fresh-made sandwiches, soups and salads, along with bread, cookies and pastries were pioneered starting in 2007.

Department: I-35 Retail Store, Waco, Texas

Reports To: General Manager

Hours of Work: 40 hours per week, including some weekends and holidays

Essential skills, experience and/or qualifications:

- Ability to supervise and maintain an efficient and effective kitchen, deli and baked goods departments
- Demonstration of a positive leadership style with an enthusiastic, positive, committed and flexible attitude. Promote the importance and benefit of effective teamwork.
- Understanding customer needs and requirements
- Ability to promote efficiency, budget awareness, company standards and commitment to quality
- Ability to work with General Manager to set standards and priorities
- Ensure all procedures and processes are followed
- Submit purchase orders for supplies and products
- Perform daily cash counts and generate POS reports
- Prepare daily deposit
- Generate employee work schedules on a weekly basis
- Ensure compliance with health and safety policies
- Ability to communicate with both customers and colleagues at all levels of seniority
- Good interpersonal skills, ability to obtain information, determine course of action and follow through
- Good security awareness
- Good organizational skills, ability to prioritize and work effectively within a sometimes pressurized environment
- Ability to grasp new concepts quickly, generate fresh and innovative ideas to improve the Bakery. Good attention to detail.
- Ability to effectively manage employee schedules and overtime

Desirable skills:

- Hold a current Texas Driver's License
- Good working knowledge of PosiTouch POS system
- Health Department certificate