

Thomas United Company Limited

PO Box HM 1619 Hamilton HMGX

Phone: 441-2926503/Fax 441-2925414

requires the following for **Glaze Bakery Locations**

Production Manager

We are looking for enthusiastic, detail-oriented Production Manager to join our team.

Reporting directly to the Director of Operations, Production Manager will be responsible for:

- * Planning and organizing production schedules
- * Assessing project and resources requirements
- * Estimating, negotiating and agreeing budgets and timescales with clients and managers
- * Determining quality control standards
- * Overseeing production processes
- * Re-negotiating timescales or schedules as necessary
- * Selecting, ordering and purchasing materials
- * Organizing the repair and routine maintenance of production equipment
- * Supervising the work of junior staff
- * Assist in new concept implementations and store openings.
- * Be responsible for complete asset inventory.
- * Assist in menu design, creation and implementation.
- * Maintain, update, and enforce health & safety, violence prevention and harassment policies for company.
- * Be responsible for budgeting and P&L statements for their department.
- * Be responsible for monthly presentations of business activities to President &/or Board of Directors.
- * Contributing to the development of sales, team, and overall business profits.

Should have:

- * Proven ability in building delivery and take-out sales.
- * Proven ability in effective scheduling and manpower planning.
- * Ability to control inventory and assets.
- * Proficiency with POS systems, Microsoft Windows and Office Suite
- * Excellent interpersonal and communication skills.
- * Ability to be work flexible hours including nights, weekends, and public holidays.

Production Manager must also be able to handle responsibility and the pressure of meeting deadlines. Rotating Day and Night shift work will be required.

Successful applicants should be adaptive to new cultural environments, have strong people management skills, and management experience in the food service industry with a strong commitment to quality and customer service.

We are seeking passionate and professional persons to join our team with first preference given to suitably qualified and experienced Bermudians or spouses of Bermudians, PRC holders.

**All interested applicants should apply in writing with an updated resume, two references and a covering letter to the above address
Attn: Human Resource.**

Closing Date for applications July 13, 2016