

MOUNT VERNON CONFECTIONS

JOB DESCRIPTION

Part-time Production Manager

DEFINITION AND DUTIES

Under general supervision of Mount Vernon Confections' owner, produce and package handmade chocolate candies and ice creams. Staff retail shop, run cash register and provide excellent customer service. Management duties include scheduling and supervising staff, coordinating work flow and order fulfillment, and solving problems. Must be available a minimum of 20 hours per week, including some Saturdays. Prefer availability Tuesday-Saturday during hours of 10 am-6 pm.

Knowledge of:

- Customer service
- Confections, pastry or bakery production
- Cash handling procedures
- Food safety

Ability to:

- Be meticulously detail-oriented
- Provide customer service that is courteous and responsive
- Represent Mount Vernon Confections and perform duties in a professional, responsible and trustworthy manner
- Follow oral and written instructions
- Organize and prioritize multiple tasks
- Communicate effectively orally and in writing to coworkers and customers
- Handle moderate levels of stress, meet established deadlines and solve problems appropriate to the position
- Maintain effective working relationships with co-workers and other businesses in the First Street Community Center/Old School Shops
- Use a computer and laser printer for the purposes of word processing, email and the internet
- Use a cash register and credit card processing machine
- Have sufficient manual dexterity to accurately manipulate small candies
- Have sufficient senses of smell and taste to ensure food quality and safety
- Have clarity of speech and hearing that permits effective communication
- Have sufficient vision that permits detailed production and review of a wide variety of products
- Lift, move, push and pull up to 25 pounds
- Sit, stand, bend, squat, stoop, kneel, twist and reach

- Have sufficient personal mobility to complete work at the primary business location, and occasionally make deliveries to wholesale customers
- Work flexible schedule and additional time as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- One (1) year experience supervising staff
- One (1) year experience working in a food service environment
- One (1) year experience working in a customer service capacity
- One (1) year experience producing confections, pastry or bakery items, preferably for sale to the public

SPECIFIC DUTIES: to be performed satisfactorily with or without reasonable accommodation

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Produce and package handmade chocolate candies and ice creams, maintaining high quality standards
- Staff retail shop, run cash register
- Provide excellent customer service
- Safely operate general kitchen appliances such as a cooktop, stand mixer and food processor
- Safely operate specialty food service equipment such as chocolate tempering machines and ice cream makers
- Perform all work duties and activities in accordance with Mount Vernon Confections' policies, procedures, and safety practices
- Attend work regularly at the designated place and time

Date established: May 17, 2016

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's signature

Date

Owner

Date