



DAY FINISHING SUPERVISOR – Dufflet Pastries - Toronto

Join a well known and highly respected, award winning dessert company as **Day Finishing Supervisor**.

RESPONSIBILITIES

Reporting directly to the Production Manager, your responsibilities will be to:

- Maintain a clean, safe and secure work environment for all employees, as per the Ontario Health & Safety Act
- Manage day-to-day operations of the Day Finishing department, including scheduling, recipe preparation from scratch, assembling, finishing and decorating, and boxing
- Manage production input and output to maximize quality and reduce loss
- Count, record and manage rotation of inventory of raw, work-in-progress and finished goods
- Ensure all product orders are produced on time Dufflet's highest quality standards
- Keep Production Manager well informed about day to day activities on the shift (i.e. new employee progress, product issues, shortages, breakage, employee interaction, work flow, etc.). Report employee disputes on shift and documentation of these issues;

Assist in resolving issues with Production Manager

- Keep accurate production records
- Build a competent team by meeting with employees and communicating performance expectations, monitoring and appraising performance; participate in hiring/firing, coaching, ensuring food safety and product quality
- training, disciplining and enforcing policies and procedures
- Identify improvement opportunities to increase productivity
- Work with other supervisors

REQUIREMENTS

- Minimum five years experience in baking pastry and desserts
- Certified training in cake decorating
- Must have employee supervision and scheduling experience
- Experience with both artisanal and automated processes/manufacturing
- Working knowledge of equipment and recipes
- Good verbal and written communication skills
- Basic math skills
- Excellent interpersonal and supervisory skills
- Knowledge of HACCP, GMP required
- Ability to define problems, collect data and draw meaningful conclusions
- Ability to organize, prioritize and accomplish multiple tasks with attention to details

Send resume by E Mail to jobs@dufflet.com or by FAX (416) 538-2366.

We thank all applicants for applying; however only those selected for an interview will be contacted.