



## **BAKERY PRODUCTION WORKERS – 1<sup>ST</sup> AND 2<sup>ND</sup> SHIFT**

### **Job Purpose:**

Upper Crust Bakery Production Workers produce and package our bakery goods to be sent all over the United States. They also stack these items on pallets so they can be loaded onto trucks for delivery. Furthermore, Production Workers operate various machines to mix and bake these products. It is also their responsibility to clean the equipment in their area to make sure they are in accordance with Good Manufacturing Practices (GMPs).

### **Duties/Skills/Qualifications:**

- Be at least 18 years old
- Must have a High School Diploma or GED
- Must obtain a Maricopa County required Food Handlers Card
- Possess general knowledge of machine operation
- Possess basic math skills
- Ability to use creative thinking for troubleshooting
- Ability to occasionally push or pull heavy equipment
- Ability to work in a fast-paced environment
- Ability to demonstrate excellent work habits in line with Good Manufacturing Practices (GMPs)
- Ability to demonstrate safe working habits
- Ability to follow detailed written and verbal instructions
- Ability to communicate effectively
- Ability to work any shift, nights, weekends, holidays, and extended hours
- Ability to perform steady and productive work for an extended period of time
- Ability to work efficiently with little or no supervision
- Ability to work well with others and be a team member
- Obvious enthusiasm, initiative, and pride in work
- Past work experience in food production helpful but not required.
- Ability to work in very warm/cold environment.
- Ability to work with Allergens such as: Eggs, Peanuts, Dairy Products, Wheat, Tree nuts & Soy Products.
- Must have clean appearance and hygiene.
- Ability to stand for extended periods of time, bending, lifting up to 50lbs, carrying, pulling, reaching, squatting and twisting on a consistent basis.
- Other duties as required.

## **PRODUCTION PLANNER**

### **Job Purpose:**

Production planning plays a very important role at Upper Crust Bakery. Its main objective is to plan production of various products in advance so as to enable each part of production to be ready when actual production is scheduled. Production plans are made generally for a month and further broken down to weekly and daily production plan. Production plan also helps in getting product with optimum cost. Therefore, the Production Planner helps develop the strategic vision of Upper Crust Bakery Production by creating and administering the schedule for the manufacturing of products. Ensuring that customer demands are met, and goods are produced and shipped to buyers in an efficient and timely manner.

### **Duties:**

- Collects the sales forecast from the Sales Department.
- Issues material requisition to the Purchasing Department for sourcing of ingredients, packaging and some cases machine spare parts. Must always check the stock in hand while ordering.
- Evaluates manpower requirements so that in case of increase/decrease in number the HR Department has time to arrange manpower in advance. Weekly manpower is scheduled per production plan.
- Develop the master schedule of the production of goods, including total number of customer orders and distribution deadlines. This schedule is created after an in-depth audit of productions specification, manufacturing capacity and workforce size.
- Prepares for changes in production plan for which there should be a secondary plan which can be taken without significant loss to the company.
- Communicates plan with the Logistics Department so they can arrange shipping and the documentation without delays.
- Once production has begun, monitors its pace to ensure time lines are followed.
- Planner acts as the center of all activity related to factory operations. Should be alert and keep a tab on developments of internal and external factors affecting factory operations.
- Maintains detailed reports throughout the production cycle.

### **Skills/Qualifications:**

- Computer proficient with an emphasis in Microsoft Office, specifically Excel required.
- Must be organized, must also be an excellent planner, possessing the ability to think in short and long terms.
- Communicating effectively with production staff, vendors and customers is a necessity
- Must be able to immediately gain credibility with others to negotiate with and influence them.
- Strong attention to detail is imperative.
- A four-year degree within business administration, operations management or a related field required.
- 2 + years professional experience within the Bakery industry preferred.

## **INDUSTRIAL MIXER OPERATOR**

### **Duties:**

- Prepares ingredients in mixing area per established checklist and schedule; this includes weighing, measuring, verification of proper ingredients. This also includes opening all cases, bags, and boxes of ingredients.
- Operates mixer per established operation and safety procedures; verifies correct amounts and ingredients are being put into mixers.
- Remove unused ingredients from mixing area into coolers; moves ingredients into mixing room.

- Removes completed filling from mixer and store per established procedures.
- Requests ingredients for the following days schedule as needed. Notifies lead or supervisor if inventory levels do not support schedule.
- Looks for any foreign objects at all times; follow established procedures in the event foreign objects are found.
- Keeps mixing area and equipment clean, safe and within G.M.P. at all times.
- Reports all machine/equipment malfunctions (i.e., electrical, mechanical) to the lead or supervisor.
- Performs all duties in accordance with personnel and company policies, safety policies and procedures, and, any other established policies and procedures.
- Utilizes working materials efficiently and effectively.
- Understands and comply with GMP, HACCP, and Food Safety procedures.

**Skills/Qualifications:**

- Six (6) months related experience.
- Be at least 18 years old
- Must have a High School Diploma or GED
- Must obtain a Maricopa County required Food Handlers Card
- Possess general knowledge of machine operation
- Possess basic math skills
- Ability to use creative thinking for troubleshooting
- Ability to occasionally push or pull heavy equipment
- Ability to work in a fast-paced environment
- Ability to demonstrate excellent work habits in line with Good Manufacturing Practices (GMPs)
- Ability to demonstrate safe working habits
- Ability to follow detailed written and verbal instructions
- Ability to communicate effectively
- Ability to work any shift, nights, weekends, holidays, and extended hours
- Ability to perform steady and productive work for an extended period of time
- Ability to work efficiently with little or no supervision
- Ability to work well with others and be a team member
- Obvious enthusiasm, initiative, and pride in work
- Ability to work with Allergens such as: Eggs, Peanuts, Dairy Products, Wheat, Tree nuts & Soy Products.

## **PRODUCTION CONTROLLER**

**Job Purpose:**

Directs the financial control and accounting activities of the plant to assure accurate and timely preparation, recording, transmissions, analysis and communication of data necessary to control operations and achieve objectives. Plans, develops necessary procedures; organizes and directs the plant's accounting, financial control and data processing functions. Provides analysis, counsel, advice and recommendations to help plant management make operating decision to reduce costs, improve profits and return on investment and to achieve goals and plans. Initiates such audits as necessary to assure compliance with policies and procedures and to test the adequacy of systems used to ensure the accuracy of reporting data and the security of plant assets.

**Duties:**

Perform audits as required to insure security of all plant assets. Develops and monitors effectiveness of procedures to establish and maintain the integrity of financial and related operating data. Prepares annual budgets and cost

projections, monthly forecasts and firm-ups. Prepares or supervises preparation of all periodic financial control reports such as payroll analysis, scrap accounting, etc. Directs and coordinates the taking of physical inventories. Analyzes reports for variance problems, particularly mid-year end, and physical inventories. Analyzes reports for variance problems, particularly mid-year and year -end, physical to book inventory variations and takes corrective action. Establishes and maintains all plant level inventory accounting controls and develops special programs such as daily reporting on an exception basis to correct problem situations. Advises and assists responsible line supervision to achieve desired results. Performs reconciliation for fixed assets and capital in progress to General Ledger for their location. Track capital project spending, timing and cost impact against project plan, forecasts and budget to understand and report variances. Coordinates periodic fixed asset physical inventory. Analyzes plant operating costs in detail and recommends action to increase profitability and enhance long-term return on investment. Performs special studies and analyses at request of plant management.

**Skills/Qualifications:**

Bachelors of Science, major in Accounting or Finance. Minimum three years Controller experience in manufacturing environment. Organized, detail-oriented and thorough with the ability to adapt to manage multiple priorities in a fast paced environment. Strong oral and written communication skills. Must be a highly motivated self-starter that works well with little to no supervision.

## **BUYER**

**Job Purpose:**

Develop the strategic vision of Upper Crust Bakery through the assistance of purchasing raw materials, ingredients, packaging, corrugated and cleaning supplies for the company. Will work with vendors and clients daily, research new companies/vendors for competitive prices and will work closely with production, planning, inventory control, sales and R&D.

**Duties:**

- Analyzing data
- Planning inventory needs
- Issuing purchase orders with accurate information (quantities, costs, delivery instructions)
- Quality communication with partners (managers, vendors, customer service, warehouse, etc.) via telephone and email
- Following purchasing processes and electronic file maintenance.
- Ability to manage vendors and inventory levels.
- Able to compute discount, interest, profit and loss, selling price, ratio and proportion and percentage rate.
- Effectively manages 'aged inventory' reports by working with customers and suppliers to prevent dead inventory issues.
- Other duties as assigned.

**Skills/Qualifications:**

- Bachelor's Degree Preferred with 2 years previous experience with a background in Replenishment ordering and/or Food Distribution.
- Ability to multi-task and prioritize in a busy environment.

- Must be detail oriented. Ability to recognize and overcome challenges.
- Good oral and written communication skills, organizational skills, good management and negotiating skills.
- Ability to document work in progress.
- Ability to answer customer, vendor, or broker questions and concerns promptly and efficiently.
- Ability to complete moderately complex administrative paperwork and reports.
- Ability to investigate troubleshoots, analyze and solve problems.
- 3+ years' experience in a buyer/purchaser capacity (including inventory) in the bakery/food manufacturing industry required.
- Must have accounting experience and strong analytical abilities.
- Must possess superior customer service skills, and be aggressive yet have a professional demeanor.

## **MAINTENANCE TECHNICIANS – 1<sup>ST</sup>, 2<sup>ND</sup> & 3<sup>RD</sup> SHIFTS**

### **Job Purpose:**

Develop the strategic vision of Upper Crust Bakery by maintaining bakery facilities in a safe operating condition; maintaining a preventative maintenance program; performing skilled maintenance to resolve immediate operational and/or safety concerns.

### **Duties:**

- Assists in the design and/or planning of systems and/or projects as assigned for the purpose of meeting various maintenance and facility's needs.
- Maintains and installs electrical wiring, switching devices, controls, outlets, fixtures, motors/other such equipment.
- Coordinates with administration and other department staff for the purpose of completing projects/work orders efficiently.
- Inspects tests and evaluates equipment performance on a regular basis for the purpose of ensuring safety and cleanliness, and identifying necessary repairs.
- Installs system component parts, equipment and facility components for the purpose of maintaining production facilities in a safe, effective and efficient operating condition.
- Maintains production equipment, components and facility areas as assigned (e.g. electrical wiring, switching devices, controls, outlets, fixtures, motors, etc.) for the purpose of ensuring that bakery facilities are maintained in an effective, efficient and safe working order.
- Replaces, repairs machine components including gear drives, chains, belts, bearings and/or adjusts various production equipment, systems and/or components for the purpose of ensuring that the production facility is functioning in a safe, effective and efficient working condition.
- Help develop and manage PMP
- Maintains tools and/or equipment for the purpose of ensuring the availability of tools and/or equipment in safe operating condition.
- Prepares accurate records and documentation for the purpose of providing written support of work activities and/or conveying information.
- Responds to emergency situations for the purpose of resolving immediate production, sanitation and/or safety concerns.
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### **Skills/Qualifications:**

- Five (5)+ years of experience in bakery/food manufacturing
- Proficient in welding stick, tig, mig and gas
- Plumbing and low-pressure boiler experience

- PLC, Electrical and Mechanical experience
- Operating equipment used in industrial maintenance
- Preparing and maintaining accurate records
- Excellent written and oral communication, problem solving/analysis with the ability to multi-task
- Experience with SQF is desired

## **SALES & MARKETING ASSOCIATE**

### **Job Purpose:**

Develop the strategic vision of Upper Crust Bakery through aggressive sales & marketing activities in assigned accounts or regions.

### **Duties:**

- Present and sell company products and services to current and potential clients.
- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
- Follow up on new leads and referrals resulting from field activity.
- Identify sales prospects and contact these and other accounts as assigned.
- Prepare presentations, proposals and sales contracts.
- Develop and maintain sales materials and current product knowledge.
- Establish and maintain current client and potential client relationships.
- Prepare paperwork to activate and maintain contract services.
- Manage account services through quality checks and other follow-up.
- Identify and resolve client concerns.
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- Coordinate company staff to accomplish the work required to close sales.
- Develop and implement special sales activities to reduce stock.
- Other duties as assigned.

### **Skills/Qualifications:**

- Ability to persuade and influence others. Ability to develop and deliver presentations. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills. Knowledge of advertising and sales promotion techniques.
- Bachelor's Degree and three (3) to five (5) years of sales or marketing experience.
- Visibility requires maintaining a professional appearance and providing a positive company image to the public.
- Work requires willingness to work a flexible schedule and occasional overnight travel.
- Microsoft Office - Proficient in Excel, Word, Outlook.
- Ability to multi-task and prioritize in a busy environment.

- Must be detail oriented. Ability to recognize and overcome challenges.
- Good oral and written communication skills, organizational skills, good management and negotiating skills.
- Ability to investigate, trouble-shoot, analyze and solve problems.

## **EXECUTIVE ADMINISTRATIVE ASSISTANT**

### **Job Purpose:**

Develop the strategic vision of Upper Crust Bakery by providing administrative support for the President/CEO

### **Duties:**

- Efficiently perform general office duties including typing, filing, scanning, faxing, email, and phone in an executive office environment.
- Effectively communicate and work with all levels of management, as well as maintaining a high level of confidentiality.
- Maintain and coordinate Outlook calendars for CEO.
- Organize and coordinate meeting functions for guests and executives.
- Coordinate domestic and foreign travel arrangements for various levels of management, including appropriate approvals and expense report processing.
- Ability to assess circumstances and problem solve with minimal supervision, exercising common sense and diplomacy.

### **Skills/Qualifications:**

- Minimum of five (5) years of experience as an executive assistant in a professional environment.
- Proficiency in MS Office Word and Outlook at an expert level; proficiency in PowerPoint, Excel at intermediate levels or above.
- Excellent phone and scheduling skills, typing at 60 WPM. Shorthand or speed writing a plus.
- Possess a strong understanding of office procedures and practices.
- Must be able to multi-task while remaining flexible, with attention to detail and have the ability to meet deadlines with minimal supervision.
- Must possess strong organizational skills for the efficient and successful handling and management of multiple projects.
- Ability to manage multiple deadlines.
- Proficient in written communications including clear and concise writing, editing for spelling and grammar, and an ability to interpret information.
- Speaks clearly and eloquently, representing the office in a professional manner.
- Must be dependable, timely, have a positive attitude, and a team work ethic.
- Meticulous attention to detail with the ability to compose professional correspondence.
- You may be required to work additional hours to meet the needs of the business.
- Experience in Sales & Marketing is a plus.

## **ACCOUNTING CLERK**

### **Job Purpose:**

Develop the strategic vision of Upper Crust Bakery by handling a variety of accounting functions.

### **Duties:**

- Maintains files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
- Types a variety of documents, reports, and records.
- Keys daily worksheets to the general ledger system.
- Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
- Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.
- Assists Accounting Department personnel as needed.
- Keeps management informed of area activities and of any significant problems.
- Completes special projects and miscellaneous assignments as required.
- Assist with accounts payable, prepare checks.
- Other duties as assigned.

### **Skills/Qualifications:**

- Associates Degree from an accredited institution required.
- Two (2) + years of experience in an accounting capacity are required.
- Computer proficient with an emphasis in Microsoft Office, specifically Excel required.
- Requires exceptional skills in communication, problem solving, decision-making, prioritizing work, organizing and getting the necessary information from relevant sources. They should have good people skills, be pleasant and courteous and possess a great deal of patience when working under pressure.

