



# We're Hiring

## POSITION: NIGHT TIME DISTRIBUTION MANAGER

**JOB SUMMARY:** Ensure quality and accuracy of the packing of bread products, liaison with and assist delivery drivers, train and supervise packing staff, and troubleshoot packing and driver problems.

### **Job Responsibilities:**

- Supervise overall flow of the packing of our bread
- Read emails and notes to ensure any changes to orders have been completed
- Check all sample, distributor, and VIP orders' packing accuracy
- Communicate with Bakery Team regarding any problems or late/special orders
- Ensure delivery routes are organized by customer for our drivers to pick up
- Oversee schedule of distribution team members and cover call-outs, participate in performance reviews for distribution team with Production Manager
- Ensure all the bags, boxes and/or lugs for AM deliveries, including our retail stores are picked up in a timely manner
- Prepare packaging for bagged bread as well as keep inventory of necessary supplies for packaged bread
- Participate in Quality Assurance Meetings and commit to promoting the highest quality the bakery can achieve
- Work closely with Daytime Distribution supervisor before leaving to follow up on any problems, schedule changes for drivers, inter-bakery issues etc.
- Help cover call outs on the packing team as needed
- Other duties as assigned.

### **Minimum Qualifications:**

Education: High school graduate. College or culinary school preferred.

Experience/Qualifications: supervisory or managerial experience required.

Systems and logistics management a plus.

Physical Capabilities: capable of standing for long periods and carrying satchel bags full of bread, up to fifty pounds

**If you are interested in this position please send resume and cover letter to [amy@amysbread.com](mailto:amy@amysbread.com).**

