

Open Hearts Bakery, located inside St. Matthews United Methodist Church at 201 Shady Rest Road, Morganton, is hiring a part-time **Bakery Manager**. OHB began in 2009 as part of a vision for expanding the ministries of St. Matthews beyond the church walls. Proceeds go to support missions and outreach projects, both in our local community and around the world.

During the market season (April 1-October 31), this person will work 20-25 hours per week, and off-season around 8 hours per week. The Bakery Manager will be on-site directing daily activities; managing volunteers and employees; scheduling what is baked and who will be baking which products; and helping employees connect with local agencies that can help them. This person will look for ways to expand our markets and influence in Burke County and surrounding counties. Our church is always looking for ways to minister to those in need. The manager will enable the bakery to run more smoothly and efficiently but also lead the employees and volunteers.

### **Qualifications of OHB Manager**

The Bakery Manager will:

- be dependable and provide own transportation to bakery and other responsibilities.
- have experience in baking.
- be self-motivated and organized to take on this leadership role.
- have previous experience supervising persons.
- have excellent oral and written communication skills.
- be willing to research community resources to assist employees with their needs.
- be a person with sympathy for those economically or employment challenged and advocate for justice for all.
- be willing to think creatively and bring new ideas to the table.

### **Responsibilities of OHB Manager**

The Bakery Manager will:

- supervise employees and volunteers.
- create a production schedule, schedule work times for employees and volunteers.
- make grocery list and lists of items needed from various vendors.
- interface with existing markets and pursue new markets and customer opportunities.
- incorporate and manage bakery website and social media accounts.
- work with Friendship UMC to develop their monthly Farmers Market and help OHB provide product to sell at that market.\*
- assist in baking of individual items as needed.
- attend monthly bakery meetings at St. Matthews UMC, 12-2:00, second Sunday.
- sell either on Friday at St. Matthews UMC or on Saturday at Farmers Markets.
- need to “buy into” the bakery mission of hiring economically and employment challenged individuals and will need to agree to help them in all ways necessary to prepare them to transition into full-time employment in our community.
- be present at St. Matthews UMC on Sunday mornings (30-60 minutes) to interface with church members and bakery volunteers.
- be Safe Serve certified or willing to become certified with bakery covering the costs.

*\*The OHB manager will work an additional 2 hours each week with Friendship UMC in Connelly Springs to start a once a month Farmers Market. This time each week will be spent advertising the market, developing a plan and other logistics.*