

# POPPY'S

## HEAD CHEF, PASTRY

Poppy's, a women-owned hospitality group dedicated to serving seasonal, delicious food, and fostering community, is seeking a talented Head Pastry Chef:

### Key Responsibilities:

#### Execution + R&D:

- Learn and master our current rolodex of Poppy's classic pastries
- Develop seasonal pastry recipes, ensuring they align with food costs, efficiency, and aesthetic standards.
- Create weekend and holiday and event specials while staying informed on industry trends.
- Prepare pastries for marketing materials, including photoshoots and promotional campaigns..
- Recipe database and food costing to ensure profitability.

#### Catering

- Act as the primary point of contact for catering and events, collaborating closely with our sales team.
- Accurately forecast and plan for large orders and catering events, ensuring seamless execution.

#### Kitchen & Operations Management

- Oversee daily pastry production to ensure timely execution of cafe menu items, catering, and special orders.
- Oversee quality control, ensuring all products meet Poppy's standards before reaching customers.
- Coordinate production schedules, balancing daily prep with long-term batch planning.
- Write daily production lists. Ensure all prep tasks are completed accurately and efficiently each day.
- Work closely with cafe managers and FOH teams to ensure product flow, accurate inventory, and seamless delivery schedules.
- Maintain clear communication across all departments to align on bi-weekly drops, menu updates, and operational logistics.
- Monitor Slack and email for order requests, schedule changes, and operational updates, ensuring timely responses and proactive problem-solving.

- Manage ingredients and paper good inventory.
- Manage kitchen facilities and equipment maintenance in collaboration with the facilities manager.

### **Team Leadership & Training**

- Hire, train, and lead the pastry team, fostering a high-performance and positive work environment. Enforce standards, and manage performance, including disciplinary actions when necessary.
- Conduct team meetings to communicate goals, expectations, and feedback.

### **Payroll & Scheduling**

- Process payroll for the pastry team, reviewing overtime and ensuring accuracy.
- Manage weekly scheduling to balance production needs while accommodating time-off requests.

### **Qualifications**

- 2+ years of experience in a leadership role within a high-volume pastry kitchen, commissary, or bakery.
- Strong background in recipe development, production scaling, and cost control.
- Proven ability to manage and train teams in a structured yet supportive environment.
- Exceptional organizational and time-management skills, with the ability to oversee multiple production schedules.
- Strong communication and leadership skills, with the ability to coordinate across departments.
- Experience in inventory management, purchasing, and vendor relations.
- Proficiency in digital scheduling tools, Slack, and email-based communication.
- Ability to thrive in a fast-paced, high-standard environment while maintaining consistency and attention to detail.

Our benefits include:

- Competitive salary
- Subsidized medical, dental, and vision insurance at 90 days
- Comprehensive paid time off plans
- Access to our 401k plan after 1 year + company match
- Company discounts
- Delicious staff meals and unlimited coffee beverages