



The Rosie's Ice Cream Kitchen is an exciting and efficient operation that produces all the ice cream for the Main Street scoop shop, wholesale accounts and pop-up events. The **Production Lead** position is a creative and high-level kitchen position with expectations for growth and leadership. PL works closely with, and leads, the whole kitchen team to keep operations running smoothly.

The ideal candidate will be extremely detail-oriented, organized and enthusiastic about being a part of a smooth kitchen operation that produces delicious, high-quality products. PL will possess excellent communication skills and be able to multitask well, work well on their own and as part of a small team. PL will be primarily responsible for new flavor development and for making, designing and preparing all the add-ins for the ice cream, everything from baked goods to jams to sauces. PL will oversee ice cream base preparation, packaging, and regular ice cream production.

This is a full-time, exempt, salary position. We are flexible on schedule but there will be expectations of 40+ hours per week. The hours will be performed Monday-Friday\*(unless weekends are preferred\*), excepting only emergency situations. Employee will need to sign our non-compete, confidentiality agreement. The following list of responsibilities is not exhaustive, but does give a good summary of the job.

**Production Lead** performance expectations & essential functions:

- Creative flavor development.
- PL is ultimately responsible for the product that comes out of the kitchen.
- Constantly pushes for the best possible finished product, while keeping cost in mind.
- Cheerfully and efficiently completes daily tasks. Prioritizes daily production while keeping the weekly schedule and big picture in mind. Works self-sufficiently on a list.
- Maintains flow, pace and standards for excellence in the baking part of the kitchen.
- Responsible for highest quality ice cream add-ins and works with ownership to hit necessary production thresholds.
- Operates with high respect for sanitation best practices; maintains a clean and orderly kitchen area.
- Brings enthusiasm and responsibility to the job every day. Helps create a positive energy in the kitchen and is always ready to learn.
- Helps refine and improve RHIC systems and all aspects of the RHIC experience.
- The job sometimes requires standing for up to 7 hours and lifting up to 50 pounds.

**Responsibilities may include:**

- Supervising and training of other kitchen staff.
- Maintaining and managing kitchen inventory. This includes, assessing, ordering, receiving and organizing product.
- Designing and creating new and different flavors through trial and error with direct input of owners. We anticipate 1-2 new finished product (flavor, novelty, sundae, waffle cone flavor) per week. This may need to be changed based on amount of time necessary to complete the tasks. There will be an emphasis on seasonal flavors.

- Blending, steeping, straining, etc. to prep ice cream bases for production.
- Cleaning equipment and maintaining a clean and orderly kitchen space.
- Development and production of add-ins.
- Baking cookies, brownies and other baked goods.
- Designing and assembling ice cream sandwiches and other novelties.
- Packaging pints, novelties and sandwiches as necessary.
- Churning ice cream!
- Ice Cream Cake/Pie production
- Assisting with other kitchen tasks as needed. May assist with shifts in the scoop shop or pop-up events as necessary (this will be rare and not needed but it would be good for PL to know what's going on upstairs).
- Attending and participating in occasional whole-team meetings.

**The ideal candidate will:**

- Have +3 years working in the food industry.
- Have a reputation for excellent relations and communications with co-workers or teammates.
- Be able to effectively manage emotions and stress in the workplace to maintain positivity and enthusiasm.
- Be able to work well individually as well as collaboratively.
- LOVE ICE CREAM!

**Equal Employment Opportunity**

Rosie’s Handcrafted Ice Cream provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RHIC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Employment decisions at RHIC are based on business needs, job requirements and individual qualifications. We value all employees’ talents and support an environment that is inclusive and respectful.

**Compensation**

- \$45,000+ per year based on experience.
- 4 weeks paid time off, with the expectation that 2 of those weeks will be in January. Paid days off will also be New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day
- 50% coverage of single member health insurance premiums up to \$400/month upon completion of a three-month orientation/probation period.
- 401k available with future considerations of a company match after one year of employment

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_