



change • hope • bake

OPERATIONS MANAGER JOB DESCRIPTION

- **INITIAL RESPONSIBILITY:** Assist in overseeing renovations to the kitchen in concert with the Vestry of St. Luke's Episcopal Church.
- **RESPONSIBILITIES ONCE APPRENTICE PROGRAM BEGINS:** Meet with each apprentice to identify their educational and social needs.
- Consult with inter-disciplinary agencies to develop an individualized, trauma-informed, client-centered treatment plan.
- Assist each apprentice in setting goals based on established treatment plan.
- Maintain thorough and accurate documentation of all meetings
- Maintain open communication with baking instructor and CEO of Cypress House, reporting any problems in a timely manner
- Supervise Baker Instructor and oversee purchases of bakery supplies, educational materials, uniforms etc.
- Maintain strict financial records, providing monthly reports to Cypress House Bakery Board of Directors
- Formulate strategies with Baker Instructor to market baked goods
- Other related duties as required

OPERATIONS MANAGER QUALIFICATIONS

- Has a commitment to the mission of Cypress House
- Is comfortable in a faith-based environment
- Has earned an MSW and is licensed in Pennsylvania
- Has experience with Mental Health Care and the criminal justice system
- Can interface comfortably with service providers such as Probation Officers
- Has computer competence (Microsoft etc.)
- Can formulate and monitor budgets
- Has a high level of relational skills

Our Mission

Cypress House Bakery seeks to transform lives and communities by providing the previously incarcerated direct support through paid apprenticeships, vocational training, and aid in securing permanent employment.