



Donut Coordinator/Team Lead

This person oversees donut production and staff at the farm. In the peak season this person will be the chief motivator and trainer for a donut team of 30+ people. Passionate about making the donut team at Tuttle the very best place to work! Nov-July this person will be the primary person making donuts.

This position is either Year-Round, Full Time or Full Time (Aug-Oct) and Part Time (Nov-July)

The type of person who would love this role:

- Finds joy in teaching, motivating, training, and coaching staff.
- Loves bringing people joy through donuts.
- Passionate about creating a fun, healthy culture for staff where people love their job.
- Gets energy from a fall, fast paced, festival environment – where there are approx. 40 seasonal staff who are joining the donut team.
- Ability to see the big picture and create organized systems.
- Enjoys teaching people new things.
- Extroverted personality who gets energy from working in a fall fest with lots of seasonal staff members.
- Comfortable giving coaching and corrective feedback to help staff members grow and develop.
- Loves creating an environment that is a great first job for high school students.
- Enjoys a food service environment.
- Enjoys a job with varied roles through the year - working by themselves in slower times making donuts – and transitioning to work as a larger team in the busy season.
- Finds joy in troubleshooting problems and in helping people understand systems.
- Wants a physically demanding job. Able to regularly lift bags of donut mix, pans of donuts, etc.

A bit about the orchard...

For 95 years, Tuttle Orchards has welcomed visitors to our farm to receive top-quality produce and authentic agricultural experiences. We've been family-owned and run for four generations, ever since our first apple trees were planted in 1928. Our farm is open to guests all year round, with special activities, produce, food, and more! Tuttle is a favorite destination for family fun, especially for apple picking in the fall. Our passion for local produce, agricultural education, and family history is what makes us unique, as we strive to discover new opportunities to serve our community. Our food service department operates a year-round farm café, various fall food offerings (grill, kettle corn, caramel apples, donuts) as well as making items for sale in our Farm Store.

MISSION

- This person inspires and motivates the donut team to make sure we have enough donuts to meet the demands throughout the year. This fits with the overall mission of inviting our community to encounter agriculture and great service through quality food, fun, and education in a way that nourishes both body and soul.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

DAILY RESPONSIBILITIES:

Duties Specific to Team Lead for Donuts:

- Chief motivator. Provide overall encouragement, feedback, and motivation to the donut team throughout the season.
- Plan and coordinate training for donut staff.
- Train shift leads for donuts.
- Ensure quality of donuts.

- Forecast needed quantities of donuts daily and work with shift leads to ensure capacity is met.
- Proactively communicate any maintenance issues regarding donut machines.
- Handle schedule for cleaning and maintenance of donuts machines.
- Take care of donut grease removal to off-site location.
- Ensure that donut packaging and labels are ordered by Ordering Coordinator for forecasted quantities.
- Communicate donut flavors/varieties of the day or changes in availability to the marketing coordinator, farm store manager and leads so that public can be kept up to date.
- Assess small wares and equipment needs weekly and report to ordering coordinator.
- Work with Executive Chef on weekly projections based on data.
- Work with ordering coordinator to create weekly order.

Duties Specific to Shift Lead for Donuts (which this person may fill this role on occasion):

- Provide oversight and training to staff working during shift.
- Ensure that checklists are completed at beginning and end of shift.
- Handle any deliveries for donut ingredients during shift.
- Handle any groups or bulk orders that happen during shift.
- Troubleshoot problems with donut machine.
- Coordinate lunch breaks.
- Make sure that needed quantities of donuts are being produced.
- Provide a positive and fun work environment for staff.
- Communicate any equipment issues to the Executive Chef/Food Service Manager immediately.

Duties of all Donut Staff (which this person may complete more in slower periods where only one person is needed for donut production):

- Make donuts,
- Mix batter.
- Sugar or glaze donuts.
- Help with dishes, as needed.
- Measure donut ingredients.
- Ensuring that food is properly labelled, stored, and rotated.
- Ensure excellent guest service that meets or exceeds expectations.

REQUIREMENTS/QUALIFICATIONS

- Super passionate about people and creating an environment where people can have fun while working! Loves motivating people around a vision.
- 3+ Years previous experience in a role where they demonstrated strong ability to teaching, organizing, managing, supervising, or leading people.
- Demonstrated past experience with training staff and creating a fun work environment.
- Committed to making this a great work experience for all staff.
- Ability to multitask and adapt in fast paced, high volume work environment.
- Great customer service, communication, and problem management skills.
- Team player who wants to work in a place where people enjoy their job and love helping each other out to get the job done.
- Self-motivated.
- Ability to take direction.
- Flexible and enjoys working in the constantly changing environment of a seasonal farm operation.
- Record of maintaining high standards in cleanliness, sanitation, food quality, and guest satisfaction.
- Desire to be a team player and to serve as a mentor and on the job training to seasonal team members.
- Ability to work fast, effectively and to stay focused under pressure.
- Strong work ethic and commitment to Tuttle's values and culture.
- Meet requirement for Saturdays during fall season. Available during training weekends.

ADDITIONAL RESPONSIBILITIES

- Follow the Tuttle's Good Farming Principles to demonstrate commitment to values and mission of Tuttle Orchards:
 - Commitment to good customer service towards guest and coworkers.
 - Commitment to quality of product and produce.
 - Commitment to proactively taking initiative.
 - Commitment to cultivating a healthy, positive work culture.
 - Commitment to being a reliable, hardworking member of the team.
 - Commitment to safety and cleanliness.
- Assist with any delegated tasks.

WORKING CONDITIONS

- This is a year-round position. This can be a year-round full-time position, or full time from May-December with flexibility for part time hours if desired from Jan-April.
 - From May-December, full time hours in donut area.
 - From January-April, this person will work on making donuts as needed and with the food service team on other projects such as producing items for the farm store.
- Ability to work 8am-4pm shift and ability to work 4am-8am shift on occasion for training in the fall season. Saturdays are required for Sep/Oct. At least two Saturdays a month May-August, One Saturday a month Nov-April. Some 10-6 shifts may be required on occasion.
- Exposed to natural elements, dirt, sanitizing chemicals, and other elements present in a farm and apple orchard environment.
- Exposed to various allergens, which includes gluten, dairy, egg, peanut, and tree-nut.
- Move or be stationary for long periods of time without a break.
- Repetitive movements required.
- Must be able to lift food items (donut mix bags weighing up to 50 lbs.) on a regular and continuing basis.
- Maneuver such as, bending/kneeling/stooping while lifting required.
- Quickly ascend and descend ladders and step stools.
- Move/Use tools, knives, box cutters, ladders, stepstools, carts, pallet jacks, dollies, and other equipment.
- Must be able to operate donut fryer.

Benefits: Great work environment. Hourly. Pay based on experience. Bonus program. Flexible schedule in off-season. No Sundays hours. Discount on purchases at the orchard. This position could be a full time year round or part time/full time year round position.

To Apply: please visit: <https://indianapolisorchard.com/work-with-us/> and complete application listed under CORE TEAM ROLES.

LAST UPDATED 3/4/2023