

# KITCHEN MANAGER

## JOB DESCRIPTION

To be successful in this role, the ideal candidate will have proven culinary and management experience. In addition to being an excellent communicator, you should also demonstrate outstanding leadership and organizational abilities.

### **Responsibilities:**

- Order materials, supplies, and ingredients based on demand.
- Supervise kitchen employees and organize food orders.
- Oversee the food preparation and cooking process.
- Recruit and train kitchen employees in designated stations.
- Checking the quality of dishes before sending them out.
- Monitor inventory levels and perform weekly inventory assessments.
- Work with the restaurant manager to price and change menu items.
- Schedule work shifts for employees.
- Store all food products in compliance with health and safety regulations.
- Ensure the kitchen is clean and organized.
- Recognize and report any violations of the restaurant policies to Bill Borders and Human Resources immediately.
- Complete weekly goal setting and discussion.
- Complete quarterly evaluations.
- Picking up any trash in restroom prior to washing hands and exiting
- Supporting other restaurant staff members by assisting with other tasks, as needed.
- Reporting kitchen accidents or violations of food safety codes and procedures.

### **Requirements:**

- A minimum of 3 years' experience in a similar role.
- In-depth knowledge of kitchen health and safety regulations.
- Ability to work well in a stressful and fast-paced environment.
- Excellent problem-solving and conflict management abilities.
- Outstanding communication and organizational skills.
- Work additional shifts if staff members call in, or are sent home due to illness or injury.