



Kitchen Manager-Job Description

Qualifications

Must be able to stand, walk and stay on his/her feet for prolonged periods of time This could be up to four hours without a break period to sit down and

Ability to stand and walk around a restaurant to supervise operations for 8-10 hours

Excellent communication skills

Excellent leadership and motivating skills

Must be able to multi-task (including use of communication via a radio head set)

A minimum of two years full service, high volume, casual dining restaurant management experience

High personal integrity, professionalism, and maturity

Ability to work in a fast-paced environment

Solid relationship management and performance management skills

Ability to motivate and direct team members and work effectively in management team

Exceptional interpersonal skills, with a focus on listening and questioning skills

Strong writing and documentation skills

Ability to absorb and retain information quickly

Keen attention to detail

Proven problem-solving abilities

Responsibilities

The Kitchen Manager is responsible for all kitchen functions, including but not limited to; food purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness.

The Kitchen Manager is responsible for the training of employees.

The Kitchen Manager is responsible for overseeing all Cooks, managing and assuring that all cooking procedures and recipes are followed according to protocol.

Also responsible for recruiting and training new Cooks, Sous Chefs, Preps and Servers

The Kitchen Manager ensures that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.

The Kitchen Manager is responsible for ordering food products according to predetermined product specifications and received in correct unit count and condition and deliveries are received in accordance with the restaurant's receiving policies.

The Kitchen Manager controls food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points,

The Kitchen Manager fills in where needed to ensure guest service standards and efficient operations.

The Kitchen Manager works with restaurant managers to plan and price menu items.

Exceptional guest service orientation

Lift up to 75 pounds at a given time

Be able to perform the repetitive task of line cooking which requires repetitive motion

Salary: Commensurate with experience

The Kitchen Manager establishes portion sizes and prepares standard recipe cards for all.

The Kitchen Manager ensures that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.

The Kitchen Manager makes employment and termination recommendations to the General Manager, including interviewing, hiring, evaluating and disciplining kitchen personnel as appropriate.

The Kitchen Manager provides orientation of company and department rules, policies and procedures and oversees training of new kitchen employees

The Kitchen Manager prepares all required paperwork, including forms, reports and schedules in an organized and timely manner.

Perform Open / Mid-Day / Closing duties

Conduct daily briefings on matters of importance to the team

Manage all necessary repair and maintenance issues

Manage the Restaurant Risk Review audit process and implement necessary changes

Manage local restaurant marketing, sales building, and community involvement

Facilitate and participate in Continued Education Program

Ensure 100% compliance with all Company policies and laws