

Job Description

Position Title: Kitchen Manager

Employment Category: Full Time

Requirement: 5+ years experienced in fast order, deli, grill operations & catering. Lifting 50lbs, Proficient Computer Skills, Health Dept. Food Managers Certificate

Salary: Commensurate with experience

Job Summary: The kitchen manager's primary responsibility is to manage all day-to-day operations in the kitchen. He/she will: hire, schedule, train, supervise and assist all staff to produce a quality product and professional work environment. An ability to **cook** and the promotion of positive interpersonal relationships with staff and customers alike will be key to their success. Responsibilities will include the sale, planning and execution of all catered affairs. He/she will immerse themselves in kitchen operations for efficiency and confer with all staff as well as vendors to safeguard the cost of goods percentage in each sales category.

Key Accountabilities:

Front of the House Support: Communicates with FOH to inform about menu items and upcoming events. The Kitchen Manager may be asked to enter menu changes in the POS and print/edit menus and special cards for breakfast, lunch, dinner, dessert, wine, etc.

10% of Job Responsibilities

Back of the House Support: Responsible for the daily production of menu or banquet items to ensure that methods of cooking, presentation and portion sizes are as prescribed by standardized recipes.

75% of Job Responsibilities

Catering Management: Promote SLCE dining facilities among the patrons and community for private banquets, business and social meetings and other activities. Develop contacts, keep detailed customer records, and oversee all administrative and operational aspects of preparing and serving events.

10% of Job Responsibilities

Administrative Support: Collects all necessary items and forms from new staff for files to be maintained. Performs administrative tasks to include biweekly payroll hours and end of month inventory reports using Microsoft excel or Apple equivalent.

5% of Job Responsibilities