

# **JOB DESCRIPTION**

## **Kitchen Manager**

### **For The Divide Bar and Grill**

#### **SUMMARY**

The Kitchen Supervisor serves as a Customer Service Ambassador by insuring that the food we serve always meets or exceeds our standards of excellence at all times, especially non-peak times when the amount of food prepared is critical. While they report to the General Manager and Operations Manager, it is expected that this person would take responsibility for setting the expectation for all kitchen team members to work as a team to maximize our productivity. The Kitchen Supervisor is the example of our standards at all times, whether it is cleanliness, organization, or food quality. They are also responsible for the speed and accuracy of the team. The Kitchen Supervisor must be able to work effectively with limited supervision and demonstrate leadership in order to motivate others. The Kitchen Manager will be in charge of directing all kitchen employees and report to the General Manager and Owner

#### **OVERVIEW OF RESPONSIBILITIES**

- This is a leadership position responsible for the development and operation of the kitchen staff and to support one of the most critical factors in our success, food quality
- Manage food quality standards by consistently monitoring the temperature of hot food as well as insuring that our cold food is stored according to standards
- Responsible for food safety
- Perform basic repairs as needed to the kitchen equipment or seek the help of a maintenance person who can perform repairs
- Develop and cross train all team members
- Ensure a sense of urgency from all kitchen team members at all times
- Assign daily work stations and manage breaks and set work schedules
- Ensure cleanliness
- Coordinate with front of house staff to ensure quality
- Manage the day-to-day operation of the kitchen
- Identify and solve problems in the kitchen
- Enforce core values of The Divide Bar and Grill
- Improve performance
- Monitor/manage food waste
- Manage food cost related to all sub category product mix gaps
- Manage inventory rotation and product storage standards

#### **REQUIREMENTS**

- Must possess High School Diploma or equivalent
- Organizational skills to prioritize daily tasks.
- Positive attitude
- Understanding all key business standards related to food, service and cleanliness
- Communicating with the General Manager and Owner of basic repairs and upkeep to the facility, including the equipment (necessary in order to minimize expenses and maximize productivity with as little downtime as possible)
- Effectively lead the development of others, including work relationships, with emphasis on an exceptional work environment for all employees
- Delegate daily tasks and hold the team accountable for those tasks

- A thorough knowledge of our recipes and food preparation procedures in order to effectively manage the standards with kitchen team members
- Develop a mutual respect among team members to insure success and excellence

### **PERFORMANCE MEASUREMENTS**

- Promotional readiness and ongoing development of subordinates
- Personal attention to training completion of all team members as they are hired
- Cross-training of qualified team members to expand the operational efficiency of all shifts, especially for key positions within the kitchen
- Financial Return as measured by the monthly P&L, specifically food cost and R&M
- Overall condition of building and equipment related to cleanliness and food quality and presentation
- Competence in and execution of all labor laws and food safety laws
- Overall organization “back of the house” of The Divide Bar & Grill

**PAY TYPE:** Hourly

### **WEEKLY SCHEDULE**

An average work week would be estimated at 36-40 hours and is negotiable as it relates to actual scheduling. It would be expected that the Kitchen will be available to handle or address issues as they arise in an ever changing business environment.