

Job Description: Kitchen Manager

Job Title: Kitchen Manager

Departments: Back of House

Reports To: General Manager

Summary

Kitchen staff is responsible for safely cooking/plating food dishes that will be served to customers; while also maintaining a safe, clean, and up to code working environment.

Essential Duties and Responsibilities include but not limited to the following:

- Have a working knowledge of cooking procedures, kitchen equipment, and kitchen safety rules
- Label, date & rotate all food properly - F.I.F.O System
- Follow all portion controls for all food items
- Control & limit all waste
- Follow opening & closing procedures
- Have knowledge of where & how everything is stored

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Educations and/or Experience

- Must have at least 2 years secondary education and be at least 21 years of age.

Language Skills

- Ability to read and comprehend simple English instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customer and team members.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate and percent.

Reasoning Ability

- Ability to apply common sense understanding to carry out simple one- or two-step instructions.
- Ability to deal with people effectively

Other Skills and Abilities

- Must have excellent teamwork and interpersonal communication skills.
- Must be positive, courteous, energetic, and enthusiastic in all aspects of customers and team member interactions.
- Must have the ability to lead a team of 5 – 15 team members, or staffing levels dependent upon volume

Physical Demands

The physical demands described here are representative of those which must be met by a Bartender to successfully perform the essential functions of this job.

- While performing the duties of this job, kitchen staff member is regularly required to: stand, walk, stoop, kneel, crouch, or crawl; use hands to finger, handle, or feel; reach with hands and arms; climb and/or balance; regularly lift and/or move up to 50 pounds; talk and hear.
- Specific vision abilities required by this job include distance vision and depth perception.

Disclaimer: This information describes the general nature and level of work performed by a Kitchen Staff Member in this job. The description is not designed to be a comprehensive list of all duties, responsibilities, and qualifications required of a Kitchen Staff Member in this job. Reasonable accommodations may be made to qualified disabled individuals for the performance of essential duties and responsibilities.