



JOB DESCRIPTION

Position Title: Kitchen Manager/Chef

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Exempt

Reports To: General Manager

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Non-Exempt

Print Name: _____

Applicant/Employee Signature: _____

Date: _____

PRIMARY PURPOSE

To ensure the highest quality standards of food and customer service to diners through effective management of all kitchen activities including meal planning, preparation and banquet planning and servicing.

ESSENTIAL RESPONSIBILITIES AND RESULTS

- Supervise, train, and evaluate kitchen staff.
- Supervise and coordinate activities of chefs, cooks and other staff engaged in preparation of food, including ensuring consistency, economical and timely food production.
- Establish and enforce nutrition and sanitation standards.
- Identify food, labor and overhead costs and prepare the budget for kitchen activities as input to Food and Beverage Department annual budget. Manage kitchen operations to budget.
- Plan menus and utilization of food surpluses and leftovers.
- Create special dishes and develop recipes.
- Assign prices to menu items considering food, labor and overhead costs.
- Responsible for controlling food cost and labor cost within kitchen.
- Direct food apportionment policy to control costs.
- Oversee methods of food preparation and cooking, portion sizes and garnishing of food. Test cooked foods.
- Authorize purchase of food, beverages and kitchen equipment within budget. Large equipment purchases must be approved by the General Manager.
- Maintain time and payroll records for kitchen staff.
- Perform inventory.
- Provide for cleanliness of all kitchen areas.
- Must be present for all food functions including hours of operations.
- Maintain assets for kitchen in accordance with reserve study guidelines.
- Responsible for monthly kitchen staff safety meetings.
- Provide back-up management to Restaurant staff in absence of Food and Beverage Manager.
- Perform other related duties as requested by supervisor.

AMOUNT OF SUPERVISION RECEIVED

This position receives supervision and direction from the Food and beverage Manager and works closely with the Food & Beverage Manager, General Manager, and all Supervisors.

INTERACTION WITH OTHERS

This position interacts daily and constantly with kitchen staff, food and beverage staff and occasionally with SDCEA management. This position interacts frequently with dining guests, kitchen equipment suppliers, food suppliers and interacts occasionally with County health officials.

SUPERVISORY RESPONSIBILITIES

This position supervises all non-exempt kitchen staff.

PHYSICAL DEMANDS

This position requires constant standing, walking, talking, hearing, bending, twisting and use of hands and fingers. This position requires occasional climbing, balancing, stooping, kneeling, crouching and reaching with hands and arms. Incumbent must occasionally be able to lift up to 50 pounds. Must be able to use all kitchen equipment including knives, slicers, mixers, blenders, tenderizers, and oven broiler, grills, roasters and steam kettles. Good close color and peripheral vision and ability to adjust focus are required.

WORK ENVIRONMENT

This position works primarily indoors and is frequently exposed to hot, humid non-weather conditions in kitchen. This position constantly works near moving mechanical parts, extremely hot equipment and foods, is exposed to fire and occasionally is exposed to risk of electrical shock. A moderate to loud noise level is typical for the work environment of this job.

USE OF DISCRETION AND INDEPENDENT JUDGMENT

This position makes discretionary decisions related to food purchases, preparation and services within the scope of job responsibilities and in accordance with health standards and SDCEA goals and objectives.

EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS

An error by incumbent could result in illness or injury to employees or diners and could cause significant financial and legal consequences to the organization. This position's decisions impact on the reputation of the restaurant for high quality food and customer service.

QUALIFICATIONS REQUIRED

- Education: Requires a minimum of a high school degree and at least two years of college coursework related to food preparation or service.
- Experience: Requires a minimum of 3 years of experience as a Kitchen Manager in a restaurant setting. Ability to use common kitchen instruments and equipment required.
- Communication skills: Good oral and written communications skills are required. Ability to create and follow recipes.
- Mathematical skills: Sufficient math skills to make food preparation measurements.
- Computer skills: Microsoft Word and Excel
- Reasoning ability and other skills: Good time management and organizational skills required. Knowledge of sanitation and safety practices and ability to make decisions.
- Certificates or licenses: Requires food handlers' certification, and SERV Safe certification. A valid California's driver's license is preferred.