**Kitchen Manager Job description**

**Job brief**

The kitchen manager must have a complete understanding of their restaurant's kitchen operations from being able to successfully execute every item on the menu to building relationships with food purveyors and having a solid mechanical understanding of every piece of equipment in the kitchen.

Exhibits culinary talents by personally performing tasks while assisting in leading the staff and managing all food related functions. Works to continually improve guest and employee satisfaction while maximizing the financial performance in all areas of responsibility.

Assists in supervising all kitchen areas to ensure a consistent, high quality product is produced. Responsible for guiding and developing their kitchen staff including direct reports.

**Responsibilities**

* Ensure that all food and products are consistently prepared and served according to the restaurant’s recipes, portioning, cooking and serving standards.
* Make employment and termination decisions including interviewing, hiring, evaluating and disciplining kitchen personnel as appropriate.
* Provide orientation of company and department rules, policies and procedures and oversee training of new kitchen employees.
* Fill in where needed to ensure guest service standards and efficient operations.
* Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.
* Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant’s preventative maintenance programs.
* Work with restaurant managers to plan and price menu items. Establish portion sizes and prepare standard recipe cards for all new menu items.
* Ensure that all products are ordered according to predetermined product specifications and received in correct unit count and condition and deliveries are performed in accordance with the restaurant’s receiving policies and procedures.
* Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures.
* Oversee and ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.
* Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
* Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
* Oversee the training of kitchen personnel in safe operation of all kitchen equipment and utensils.
* Responsible for training kitchen personnel in cleanliness and sanitation practices.
* Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas.
* Check and maintain proper food holding and refrigeration temperature control points.
* Provide safety training in first aid, CPR, lifting and carrying objects and handling hazardous Materials

**Requirements**

* Minimum of 2 years full-service restaurant experience required; 1-3 years in a management or supervisory
* capacity in a restaurant or in the retail /hospitality industry preferred
* High school diploma or equivalent required, some college preferred
* Serv Safe Certified preferred
* Record of maintaining high standards in restaurant cleanliness, sanitation, food quality, and guest satisfaction
* Passion for the business and compassion for people
* Highly Energetic, self-motivated, goal oriented and dependable
* Good oral and written communication skills, and outstanding leadership, interpersonal and conflict resolution skills
* Basic business math and accounting skills, and strong analytical/decision-making skills
* Basic personal computer literacy
* Must be able to work a flexible schedule including opening, closing, weekends and holidays. Must be willing to
* work 40 hours per week or as per operational requirement. Reliable transportation required
* Some exposure to P&L and Sales Building a plus