



Job Description

Position: Cook/Kitchen Manager

Reports to: General Manager

Position Information:

The Cook/Kitchen Manager is responsible for a variety of duties and responsibilities including oversight of the entire kitchen operations with General Manager, prepares food, arranges, prepares and breaks down the kitchen while maintaining the upmost hygienic standards. The Cook/Kitchen Manager is a confident decision-maker, highly practiced in customer contact, able to manage employees, able to motivate people, eager to please the customer and strong in communication skills.

Duties and Responsibilities:

- Ensure food safety procedures are executed according to policy and health/sanitation regulations
- Maintain a high level of customer care
- Verify that staff correctly follows all recipes and portion servings
- Supervise, coordinate and evaluate work of all food service employees in preparing/serving food and cleaning facilities/utensils
- Work with General Manager in forecasting the purchase of food, supplies and equipment
- Communicate inventory levels to General Manager to ensure product availability
- Maintain safe working conditions
- Train kitchen employees in a manner that ensures product consistency
- Anticipate and identify problems and recommend appropriate corrective actions to the General Manager
- Maintain fast, accurate service, positive guest relations, and ensure products are consistent with quality standards
- Set up stations and collect all necessary supplies to prepare menu for service
- Prepare a variety of foods; meat, seafood, poultry, vegetable, and cold food items
- Arrange sauces and supplementary garnishes for allocated stations
- Cover, date and correctly store all food and food prep items
- Notify in advance of likely shortages
- Serve menu items compliant with establishment standards
- Use food preparation tools in accordance with manufactures instructions
- Close the kitchen correctly and follow the closing checklist for kitchen stations
- Maintain a prepared and sanitary work area at all times
- Keep the work area fresh throughout the shift
- Make sure all storage areas are tidy and all products are stored appropriately
- Constantly use safe and hygienic food handling practices
- Returns dirty food preparation utensils to the appropriate areas to assist with dishwashing

Qualifications:

- A laser sharp focus on hospitality
- Experience working with vendors, managing restaurant costs
- Fluent English-speaking and writing skills
- Strong skills in multitasking, kitchen organization, cleanliness
- Two years prior food service experience minimum
- Previous supervisory experience preferred
- High aptitude for leadership and motivating a team
- Excellent communication skills (must effectively convey information)
- Flexibility to handle multiple tasks and keep multiple jobs running and organized
- Full availability for any shift, five (5) days per week, including nights, weekends, and holidays
- Serve Safe Certification
- Must be able to handle weights up to 30 lbs
- Must be able to handle weights up to 150 lbs. with assistance

Notes:

This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this list of intended to be an accurate reflection of the current job, the company reserved the right to revise the functions and duties of the job or require that additional or different tasks be performed when circumstances change.