Kitchen Manager

Job Description:

The **Kitchen Manager** is a non-culinary role that manages the general operations of a kitchen. Kitchen Manager responsibilities can include supervising the food prep and cooking, maintaining a fully stocked kitchen inventory and complying with safety and cleanliness standards. They address inventory, order supplies, and may be involved in ordering certain food items the chef does not need to be involved in. They are responsible for ensuring health department inspections are passed, and the staff are trained in the appropriate health and safety regulations. They are also responsible to ensure that equipment is working properly and address any repairs that are needed to equipment or infrastructure.

Job Responsibilities:

* Manage kitchen staff when chefs are not present
* Ensure all equipment if functioning, address repairs as needed
* Order supplies and maintain inventory
* Order certain food items not needed to be ordered by the executive chef
* Address infrastructure issues such as electrical problems, broken floor tiles, plumbing issues, etc
* Supervise workers during off hours during food prep and bread baking times
* Estimate food requirements and food/labor costs
* Recruit and manage kitchen staff
* Rectify arising problems or complaints
* Give prepared plates final approval
* Perform administrative duties
* Work with owners to present their vision of the restaurant and menu
* Comply with nutrition and sanitation regulations and safety standards
* Train new staff
* Maintain sanitation and safety standards in the kitchen area
* Address health department complaints
* Ensure passing of health inspections
* Ensure food preparation is up to standards
* Resolve issues that arise quickly and professionally
* Prioritize actions and keep kitchen running smoothly
* Maintain a positive and professional approach with coworkers and customers
* Coordinate and collaborate with general manager and other executive staff.

Job Qualifications:

* Bachelors in restaurant management or related field required
* Masters in restaurant management or related field preferred
* Experience as a kitchen manager

Opportunities as a kitchen manager are available for applicants without experience in which more than one kitchen manager is needed in an area such that an experienced kitchen manager will be present to mentor.

Job Skills Required:

* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Leadership ability
* Ability to spot and resolve problems efficiently
* Capable of delegating multiple tasks
* Communication and leadership skills
* Keep up with cooking trends and best practices
* Working knowledge of various restaurant software programs
* Ability to use a computer based menu ordering system
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders