

The Great American Bistro Position Description Kitchen Manager

REPORT TO: General Manager	EXEMPT: <u>Exempt</u>
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SUMMARY

The Kitchen Manager will oversee the daily operations of our establishment's kitchen staff. As the kitchen manager, you will be responsible for overseeing food preparation, ordering supplies, scheduling shifts, and monitoring inventory levels.

To be successful in this role, the ideal candidate will have proven culinary and management experience. In addition to being an excellent communicator, you should also demonstrate outstanding leadership and organizational abilities.

DUTIES AND RESPONSIBILITIES

- Order materials, supplies, and ingredients based on demand.
- Supervise kitchen employees and organize food orders.
- Oversee the food preparation and cooking process.
- Recruit and train kitchen employees in designated stations.
- Monitor inventory levels and perform weekly inventory assessments.
- Work with the restaurant manager to price and change menu items.
- Schedule work shifts for employees.
- Store all food products in compliance with health and safety regulations.
- Ensure the kitchen is clean and organized.
- Maintain weekly and monthly cost reports.

QUALIFICATIONS

- Bachelor's degree in Restaurant Management or certification from culinary school is required.
- A minimum of 3 years' experience in a similar role, preferred.
- In-depth knowledge of kitchen health and safety regulations.
- Ability to work well in a stressful and fast-paced environment.
- Excellent problem-solving and conflict management abilities.
- Outstanding communication and organizational skills.
- Availability to work evenings and weekends, including holidays.
- Must be eligible to work in the United States.
- Must agree to background and credit check.

WORKING CONDITIONS

Work is performed in the kitchen area with exposure to heat, cold, fumes, and steam. This job operates in a kitchen environment, housed with equipment such as an oven,

stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. This job entails frequent exposure to smoke, steam, high temperatures, humidity, extreme cold and noise.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires the employee to lift up to 50 lbs. Prolonged standing and walking is required. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

DIRECT REPORTS

This position has supervisory responsibilities.

HR Authorization Signature:

Manager Authorization Signature:

DISCLAIMER

The disclaimer indicates that The Great American Bistro job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. In addition, a statement is included regarding nonessential functions of the job, such as "May be required to perform other related duties as assigned."