

## Kitchen Manager

The Kitchen Manager oversees all aspects of kitchen operations, including food preparation, cooking, inventory management, and staff supervision. They are responsible for ensuring that the kitchen operates efficiently and effectively, and that all food items are prepared and served to company standards. The Kitchen Manager must have excellent organizational, communication, and leadership skills, and be able to work effectively in a fast-paced environment.

### Responsibilities

- Prepare and cook food items according to established recipes and procedures.
- Manage kitchen staff, including training, assisting with scheduling, assessing staffing needs, and performance management.
- Develop and implement standard operating procedures for food preparation, cooking, and inventory management.
- Ensure that all food items are prepared and served to company standards for quality, taste, and presentation.
- Collaborate with other kitchen staff to ensure smooth operations and timely service.
- Assist with inventory management, including monitoring inventory levels of food and supplies and restocking supplies as needed. Communicate with upper management any kitchen ordering needs.
- Maintain a clean and organized kitchen environment, including compliance with health and safety regulations.
- Collaborate with upper management to develop new menu items and occasional specials.
- Help manage food usage and waste to ensure profitability.
- Continually assess and improve kitchen operations to increase efficiency and quality.
- Follow all established company policies and procedures. Be a good role model to the staff and set an example of how the kitchen should run.

### Qualifications and Skills

- Strong knowledge of food preparation, cooking techniques, and kitchen equipment.
- Ability to work effectively in a fast-paced environment and manage multiple tasks simultaneously.
- Excellent organizational, communication, and leadership skills.
- Ability to work collaboratively with other staff members, including servers, dishwashers, and management.
- Understanding of health and safety regulations and compliance requirements.
- Ability to work a flexible schedule, including nights, weekends, and holidays as needed.