

THE SPOT ON MAIN

Kitchen Manager Job Duties 35-40 hours per week

The Kitchen Manager is responsible for every aspect of the day-to-day supervision of the kitchen, including production, cleanliness, and resources management.

An excellent Kitchen Manager will possess a diverse set of skills. Skills which are important as a Kitchen Manager include:

- A strong base of culinary knowledge
- Leadership skills
- Interpersonal skills
- Conflict resolution
- Attention to detail
- Financial understanding
- Physical stamina to withstand a full shift potentially on their feet

Duties & Responsibilities

- Maximize profitability, and set and meet sales targets, including motivating and training staff to do so
- Recruit, train, supervise, schedule, and appraise staff
- Foster the values of the organization with the team
- Ensure that The Spot on Main's Policies and Procedures are followed
- Reward, acknowledge, and/or discipline employees as necessary
- Provide outstanding customer service by preparing food and beverages to the highest standards
- Clean and prepare fruit, vegetables, grains, meats and other ingredients
- Prepare sandwiches, salads, soups, as ordered by customer and following recipes to the letter
- Check the quality of raw materials to ensure that standards and specifications are met
- Keep production areas and equipment clean, organized and prepared for use

- Inventory, order, and receive delivery of ingredients and supplies
- Work with FOH Coordinator to stock display cases and beverage cooler(s)
- Maintain The Spot on Main's high standards for product freshness and sanitation
- Organize and rotate stock following first in and first out procedures
- Anticipate and initiate tasks and delegate to employees
- Liaise with business owner regularly about issues, opportunities, and priorities

Essential Job Functions

- Able to stand for long periods of time
- Move at a brisk pace
- Lift loads up to 50 lbs. above waist
- Repetitive use of hands for grasping and manipulation
- Measure, cut, and mix ingredients by following recipes to the letter

Requirements

- Ability to anticipate and initiate tasks
- Passionate and knowledgeable about local, sustainably grown and made from scratch food - committed to excellence, dedicated to exceptional quality and cleanliness
- Keen attention and appreciation for detail
- Prompt
- Warm, friendly personality and positive attitude
- Good communication skills
- Trustworthy

KITCHEN MANAGER EDUCATION/TRAINING REQUIREMENTS

A bachelor's degree in a related field or graduation from a culinary institute are an advantage. Must have valid ServSafe Manager's Certificate. Should have prior experience in the culinary industry.