

# Kitchen Manager

## **Job Purpose:**

Designs and prepares meals by planning and implementing menus; controlling food preparation.

## **Duties:**

- \* Identifies current and future customer food preferences by establishing personal contact and rapport with potential and actual customers and other persons in a position to understand food requirements.
- \* Plans menus by studying marketing conditions, popularity of dishes, recency of menu; utilizing food surpluses and leftovers.
- \* Prices meals by analyzing recipes; determining food, labor, and overhead costs.
- \* Purchases foodstuffs and kitchen supplies by identifying and qualifying suppliers; negotiating prices; estimating food consumption; placing and expediting orders.
- \* Prepares food by establishing nutrition and presentation standards and preparation procedures; measuring results against standards; making production adjustments.
- \* Approves food preparation by observing methods of preparation; tasting and smelling prepared dishes; viewing color, texture, and garnishments; verifying portion sizes.
- \* Controls costs by using readily available and seasonal ingredients; identifying and qualifying suppliers; setting standards for quality and quantity.
- \* Completes kitchen operational requirements by scheduling and assigning employees; following up on work results.
- \* Maintains kitchen staff by recruiting, selecting, orienting, and training employees.
- \* Maintains kitchen staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- \* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- \* Maintains a clean and safe environment by implementing federal, state, and local sanitation requirements; maintaining first aid, cpr, and heimlich maneuver certification; instructing others in the use of kitchen utensils and operation of equipment.
- \* Contributes to team effort by accomplishing related results as needed.
- \* Keeps and maintains running inventory in database
- \* Weighs inventory and tracks supply

**Skills/Qualifications:**

Food Sanitation, Planning, Giving Feedback, Customer Service, Teamwork, Quality Focus, Safety Management, Multi-tasking, Pricing, Client Relationships, Verbal Communication

Minimum two years related experience; nonprofit Soup Kitchen experience a plus.

- Ability to multi-task and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision. Solid written and oral communication skills
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest in and commitment to organization mission is helpful. Organization is an equal employment opportunity employer. We seek a broad and diverse pool of candidates.

**Job Type:** 25-30 hr/wk, Mainly Daylight Monday-Friday

**Act 33/34 & 144 Clearances will be required**

**No phone calls please...serious inquiries only! Must have own transportation...send resume and cover letter**