JOB DESCRIPTION

| **Title** | BACK OF THE HOUSE TEAM LEAD | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Back of the House Team Lead will be in charge of overseeing all elements of restaurant kitchen operations. Their job will include quality control, employee management, sanitation, equipment maintenance, health inspections, and inventory management.

This position necessitates in-depth understanding of various company regulations and procedures, as well as exposure to a wide range of concepts. This role includes, but is not limited to, making sure that all kitchen restaurant managers and supervisors are well-coordinated and that all parts of kitchen operations are working smoothly.

**Duties and Responsibilities**

Overall Responsibilities include but not limited to:

* Keeping an eye on sanitary measures to ensure that personnel are adhering to the standards and regulations.
* Adhering to cleaning schedules for kitchen floors, mats, walls, hoods, other equipment, and food storage spaces.
* Inspect the quality of raw or cooked food products.
* Checking and maintaining proper temperature control points for food storage and refrigeration.
* Following proper requisition of products from storage facilities, product storage methods, standard recipes, and waste control procedures to keep food costs and consumption under control.
* Guiding cooks or other employees on how to prepare, cook, garnish, or present food.
* Supervising or organizing the actions of cooks or other food preparation personnel.
* Ensuring that all food and products are prepared and served in accordance with [Organization Name]’s recipes, portioning, cooking, and serving guidelines.
* Inspecting supplies, equipment, or work locations for compliance with [Organization Name] requirements.
* Ordering any necessary food, equipment, or other supplies to guarantee a smooth operation.
* Ensuring that all products are ordered and received in the correct unit count and condition, as per established product standards.
* Ensuring that deliveries are made in compliance with [Organization Name]’s guidelines and procedures for receiving.
* Establishing production schedules and staffing requirements to ensure timely service delivery.
* Checking the amount and quality of the things received.
* Planning, directing, and supervising food preparation and cooking activities.
* Organizing all of the food operations' planning, budgeting, and purchasing.
* Performing hiring, firing, and disciplinary decisions for kitchen staff.
* Overseeing that the restaurant's performance appraisal policies are followed and completed on time.
* Overseeing kitchen personnel training in areas such as kitchen equipment, utensils, cleanliness, sanitation, first-aid, correct lifting and carrying procedures, and hazardous material handling.
* Showing staff how to use new cooking techniques or equipment.
* Adhering to the restaurant's preventative maintenance procedures to ensure that all equipment is kept clean and in perfect functioning order.
* Preparing the necessary paperwork, such as forms, reports, and schedules, in a timely and organized manner.
* Attending all scheduled employee meetings and giving suggestions for improvements.
* Filling in for colleagues or staff as needed.

**Qualifications**

* Currently taking or completed Bachelor’s degree in Hospitality related field
* Previous experience in a similar role, especially in a blue chip company or a prestige environment such as a 4/5 star hotel with a strong focus on service excellence is preferred.
* Knowledge of Microsoft applications like Word and Excel
* With high standards of personal hygiene and appearance

**Additional Skills Required**

* Good understanding and experience with ensuring that individual customer needs and attention are prioritized while meeting service levels.
* Strong leadership and teaching abilities, as well as a thorough understanding of personnel policies and performance evaluations
* Exceptional attention to detail, organizational abilities, and a "can-do" mentality
* Effective communication abilities

**Working Conditions**

* Shift: [insert].
* Overtime and on call hours as well as working on holidays may be required.
* Indoor dining room and outdoor patio, weather permitting.
* Moves furniture when preparing special arrangements and lifts up to 50 lbs.
* Long periods of standing, walking, slight stretching and slight bending. Repetitive hand/arm/wrist movements. Occasional sitting, crouching, pushing, and pulling.
* Exposure to heat, steam, noise, artificial light and the public.
* Must obtain and maintain Smart Serve, Food Safety and WHMIS certification.
* Must have reliable transportation; a car with valid licence/insurance is an advantage.
* Must pass background check