JOB DESCRIPTION

| **TITLE** | KITCHEN MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Kitchen Manager oversees the daily operations of the kitchen staff at [ORGANIZATION NAME]. This role is also responsible for overseeing food preparation, scheduling shifts, ordering supplies, and monitoring inventory. The successful Kitchen Manager is a superb communicator, exhibiting exceptional leadership and organizational skills.

**Duties and Responsibilities**

Overall Responsibilities:

* Overseeing food preparation and other kitchen operations
* Supervising the kitchen staff
* Recruiting and training kitchen staff
* Inspecting supplies, equipment, and work areas
* Ordering materials, supplies, and ingredients depending on inventory level
* Ensuring kitchen is organized and clean
* Ensuring kitchen staff complies with health and food safety standards
* Addressing complaints regarding food quality or service
* Scheduling staff shifts and assigning duties
* Managing budgets and payroll records
* Establishing standards for personnel performance and customer service
* Performing other related duties

**Qualifications**

* X years of experience as a kitchen manager or any related position in food service.
* HIgh school diploma or equivalent
* A degree in restaurant management or certification from culinary school is a plus.
* In-depth knowledge of kitchen health and safety regulations
* Experience using related software (insert software, e.g., HRIS, employee scheduling software)

**Core Competencies**

* Ability to work effectively under pressure
* Ability to work in a fast-paced environment
* Strong problem-solving and conflict resolution skills
* Excellent communication and organizational abilities
* Outstanding leadership and organizational skills

**Working Conditions**

* Exposure to very hot temperature
* May be exposed to safety hazards (e.g. slippery floor, hot oven, sharp objects)
* Standing for extended periods
* May require varied shifts
* Overtime and hours outside of typical working schedule may be required