JOB DESCRIPTION

| **Title** | DINING MANAGER | | |
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| **Reports To** | [INSERT TITLE] | | |
| **Type** | FULL TIME/PART TIME, PERMANENT/TEMPORARY | **Effective Date** |  |

**Job Purpose**

The **Dining Manager** is responsible for overseeing all aspects of [Organization Name]’s dining operations. In particular, their primary responsibility is to maintain a safe and efficient operation in the kitchen.

In addition to serving food and planning menus, this position is also responsible for supervising the dining room and kitchen staff employees. Working closely with [insert position of manager], the Dining Manager ensures staff concerns, resident concerns and any topics relevant to the running of the dining room are properly addressed.

**Key Responsibilities**

Key responsibilities include, but are not limited to:

* Hire and train new staff members in the kitchen.
* Supervise staff members to ensure they are performing their jobs productively (implement effective discipline when necessary).
* Make regular schedules and ensure staff members know their shifts at least one week in advance.
* Supervise/ensure that health and safety and food safe charts are completed regularly (temperature recordings, etc.).
* Supervise/ensure that prep charts, cleaning charts, etc, are completed regularly.
* Prepare food daily.
* Prepare meals to order.
* Establish portion sizes and ensure all staff adhere to correct portioning guidelines.
* Coordinate with [insert position] regarding menus.
* Complete daily cleaning tasks.
* Place food orders (through suppliers) at least twice a week.
* Keep track of menus to ensure they are appealing to customers.
* Keep weekly and monthly cost reports (keep track of how much is being spent on food and labour in the kitchen).
* Ensure labour hours in the kitchen fall within budget.
* Complete an inventory of product on hand on the last day of every month
* Complete an inventory of product on hand as well as equipment and kitchen wares each year.
* Ensure dining equipment is clean, maintained and is in working order.
* Ensure dining equipment adheres to a regular maintenance schedule.
* Seek ways to improve kitchen processes and ensure prompt service.
* Track kitchen waste and look for improvements on financial returns.
* Perform other related duties as required.

**Core Competencies**

* Ability to interact with staff and customers.
* Strong communicator, with outstanding verbal and written communication skills.
* Capacity to work under pressure to deal with customers and co-workers.
* Strong attention to detail.
* Strong customer service skills, a strong work ethic, patience and ability to multitask in a fast paced environment.
* Ability to communicate effectively with the management team and inform them of escalated complaints, etc.
* Strong record-keeping skills.

**Key Qualifications**

* Bachelor's degree in restaurant management or an equivalent amount of experience in the food service industry is required.
* Culinary training is an asset.
* Minimum of XX years in a similar position is required.
* Thorough understanding of kitchen health and safety rules.
* Possess an up-to-date food safety certificate.

**Working Conditions**

* Overtime may be required.
* Working hours are generally from [insert time] to [insert time].
* Extended periods of standing.
* This position is subjected to high pressure due to work volume, and goals, an overall fast paced environment.