

KITCHEN MANAGER (KM)

Summary of Position:

The Kitchen Manager is responsible for overseeing all aspects of kitchen operations, including food preparation, production, quality control, and sanitation. This role requires strong leadership skills, the ability to manage a team, and ensure a smooth and efficient kitchen workflow. The Kitchen Manager plays a critical role in maintaining high food quality standards, optimizing kitchen efficiency, and ensuring a positive dining experience for guests.

Duties & Responsibilities:

The Kitchen Manager will be responsible for, but not limited to, the following duties:

- **Kitchen Operations**
 - Oversee all kitchen activities, including food preparation, cooking, and plating, to ensure adherence to recipes, portion control, and quality standards.
 - Monitor and manage inventory levels of food and supplies, and coordinate with suppliers to ensure timely deliveries and optimal stock levels.
 - Develop and maintain standard operating procedures (SOPs) for all kitchen activities, ensuring consistency and efficiency in operations.
 - Collaborate with the General Manager and corporate team on menu development, enhancements, and cost analysis.
 - Train and mentor kitchen staff on food preparation techniques, safety protocols, and sanitation practices.
 - Conduct regular inspections to ensure compliance with food safety and sanitation regulations.
 - Implement measures to minimize food waste, control costs, and maximize kitchen productivity.
 - Address any issues or concerns related to kitchen operations and take proactive steps to resolve them.
- **Staff Management**
 - Recruit, hire, and train kitchen staff, including cooks, prep cooks, and dishwashers.
 - Create and maintain work schedules, ensuring adequate staffing levels to meet operational needs.
 - Provide ongoing coaching, performance feedback, and training opportunities to enhance team performance and development.
 - Foster a positive work environment that promotes teamwork, collaboration, and open communication.
 - Conduct regular staff meetings to communicate goals, changes, and updates, and encourage staff participation.
- **Quality Assurance:**
 - Ensure consistent food quality and presentation by implementing quality control measures and conducting regular taste tests.
 - Monitor and enforce adherence to health and safety regulations, including proper food handling, storage, and sanitation practices.
 - Collaborate with the General Manager and corporate team to address customer feedback and implement improvements.
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- Stay updated on industry trends, new cooking techniques, and ingredients, and incorporate them into menu planning and kitchen operations.
- **Financial Management:**
 - Assist in developing and managing the kitchen budget, including food and labor costs.
 - Control food costs by monitoring inventory, implementing portion control measures, and minimizing waste.
 - Work closely with the General Manager and AGM to analyze financial reports and identify opportunities for cost savings and revenue growth.
 - Ensure accurate record-keeping of inventory, purchases, and recipe costing.

Qualifications:

To excel in this role, you should possess the following qualifications:

- Minimum of 3 years of experience in a kitchen management role, preferably in a similar restaurant setting.
- In-depth knowledge of food preparation techniques, culinary trends, and kitchen operations.
- Strong leadership and team management skills, with the ability to motivate and develop a diverse kitchen staff.
- Excellent communication and interpersonal skills to effectively interact with staff, vendors, and other team members.
- Strong organizational and problem-solving abilities to handle multiple tasks and priorities in a fast-paced environment.
- Proficiency in food safety and sanitation regulations.
- Ability to work a flexible schedule, including evenings, weekends, and holidays.
- Physical stamina to stand for long periods, lift heavy objects, and work in a fast-paced kitchen environment.
- Hold and maintain a valid Food Handlers Permit and any other required certifications.

Note: This job description is intended to convey essential information about the general nature and level of work performed. It is not exhaustive and may be subject to change or modification at any time.