

Job Description for Kitchen Supervisor

Reports to: Operations Manager

All team members assigned to kitchen The Kitchen Supervisor serves as a Customer Service Ambassador by insuring that the food we serve always meets or exceeds our standards of excellence at all times, especially non-peak times when the amount of food prepared is critical.

While they report to the Operations Manager, it is expected that this person would take responsibility for setting the expectation for all kitchen team members to work as a team to maximize our productivity.

The Kitchen Supervisor is the example of our standards at all times, whether it is cleanliness, organization, or food quality. They are also responsible for the speed and accuracy of the team. The Kitchen Supervisor must be able to work effectively with limited supervision and demonstrate leadership in order to motivate others.

Overview of Responsibilities:

- This is a leadership position responsible for the development and operation of their team to support one of the most critical factors in our success, food quality

Responsible for food safety:

- Perform basic repairs as needed to the kitchen equipment or seek the help of a maintenance person who can perform repairs
- Develop and cross train all team members
- Ensure a sense of urgency from all kitchen team members at all times
- Assign daily work stations and manage breaks
- Ensure cleanliness
- Partner with the office to communicate and coordinate different catering options
- Manage the day-to-day operation of the kitchen, Breakfast, lunch and dinners during some times of the year.
- Identify and solve real problems
- Enforce core values
- Hold each other accountable
- Improve performance

Specific responsibilities:

- Provide oversight to the cleaning program as written
- Monitor/manage food waste daily
- Manage food cost related to all sub category product mix gaps

- Manage inventory rotation and product storage standards

Skills Required

- Organizational skills to prioritize daily tasks.
- Positive attitude
- Understanding all key business standards related to food, service and cleanliness
- Communicating with the Operations Manager of basic repairs and upkeep to the facility, including the equipment (necessary in order to minimize expenses and maximize productivity with as little downtime as possible)
- Effectively lead the development of others, including work relationships, with emphasis on an exceptional work environment for all employees
- Delegate daily tasks and hold the team accountable for those tasks • A thorough knowledge of our recipes and food preparation procedures in order to effectively manage the standards with kitchen team members
- Develop a mutual respect among team members to insure success and excellence Performance Measurements
- Promotional readiness and ongoing development of subordinates • Personal attention to training completion of all team members as they are hired
- Cross-training of qualified team members to expand the operational efficiency of all shifts, especially for key positions within the kitchen