

## **Jamestown Brewing Company, Inc.**

### **Job Description**

**Job Title:** Kitchen Manager

**Department:** Kitchen

**Reports To:** General Manager

**FLSA Status:** Exempt

**Summary:** Maintains all kitchen operations including ordering, scheduling, costing, cleanliness, and preparation of the menu by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Retrieves, processes, and prepares ingredients necessary to prepare menu items.\*
2. Prepares food items prior to and during meal time periods.\*
3. Prepares, slices, and butchers meat, chicken, fish, cheese, produce, and other food products on a daily basis.\*
4. Implements portion and quality control standards of the menu.\*
5. Creates specials while maintaining the quality and consistency of the restaurant's standard menu items.\*
6. Applies knowledge of and operates all kitchen utensils to include fryer, pots and pans, stove, oven, grill, dishwasher, broiler, griddle, slicers, mixers, blenders, graters, can openers, and knives.\*
7. Oversees maintenance of all kitchen equipment and notifies the general manager/owner of need for new or replacement equipment.\*
8. Applies knowledge of state and local food handling requirements.\*
9. Orders food products on a daily, weekly, and/or monthly basis.\*
10. Maintains food product inventory and remains aware of shortages.\*
11. Communicates health and/or safety concerns/violations immediately to the general manager/owner.\*
12. Assists kitchen staff with duties as required.\*
13. Attends management meetings.\*
14. Writes new menu items for implementation.\*
15. Conducts cooking classes, informational, and team building meetings as necessary.\*
16. Establishes and controls the work schedule of all kitchen employees.\*

17. Develops and maintains an effective restaurant through the selection, training, compensation, motivation, termination, and review of all kitchen staff.\*
18. Ensures kitchen staff is using proper portion control standards.\*
19. Performs other related duties as assigned.

**Supervisory Responsibilities:**

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, inventory software, and Gmail.

**Education/Experience:**

High school diploma or general education degree (GED) and a culinary degree; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills, and Other Abilities:**

- [ Conflict management skills
- [ Time management skills
- [ Strong oral and written communication skills
- [ Ability to evaluate objectively

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and vibration. The employee is occasionally exposed to extreme cold (non-weather).

The noise level in the work environment is usually loud.