

JOB TITLE: Assistant Kitchen Manager
LOCATION: Pittsburgh, PA
REPORTS TO: Kitchen Manager
FLSA POSITION TYPE: Full Time, Salary

POSITION SUMMARY:

The Assistant Kitchen Manager at Aslin Beer Co. is responsible for aiding the Kitchen Manager in overseeing day to day operations of the kitchen, making sure food quality is on-par with Aslin's standards and each item is properly stocked for each service. Duties will include; keeping stock of inventory and placing orders to ensure products are always in a current supply setup by the head chef, making sure prep cooks, bakers, and line cooks are completing their assigned tasks at a high level and filling in and doing whatever tasks are necessary to keep the business running successfully. Individuals must also be able to identify any foreseeable problems and react to them accordingly so they do not affect business. The Assistant Kitchen Manager must maintain open communication with his/her line cooks, bakers, prep cooks, & food runners and be able to enact and follow through with actions and procedures and make sure they are followed. This role will be a fast paced job and requires the individual to be proficient at multitasking and follow specific directions each time a recipe is completed so customers always receive the same product.

At Aslin Beer Company,

- We believe fun comes from experimentation.
- We believe uniform aesthetics are lazy.
- We believe everyone should be able to tell their version of our story.
- We believe innovation is not possible without experimentation.
- We believe our success depends on our willingness to explore.
- We believe quality is our responsibility.
- We believe beer is our product but the experience is our brand.
- We don't believe in the status quo.

Sound like you? Let us know! Submit your resume today.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operations:

- Ensuring that the food being sold is acceptable to serve to Aslin standards (right temperature, optimal quality, no off-smells or flavors)
- Keeping Line Cooks/Prep Cooks/Bakers/Dishwashers focused and on-task throughout the day.
- Making sure tasks are completed and filling in when needed to ensure that the kitchen is fully stocked and ready for service

- Working with Kitchen Manager to keep inventory spreadsheet/ App up to date with correct levels so ordering can be done correctly
- Helping place orders in timely manner so kitchen quantities are kept
- Receiving products and proper storage (FIFO)
- Ability to deal with special requests from customers
- Setting up kitchen as shown by Head chef and making sure all equipment is in good working order for line cooks and prep cooks to work
- Making sure staff are completing cleaning duties detailed in employee handbook at the end of shift
- Creating and maintaining the schedule for kitchen staff.
- Following cooking recipes and prep as described in Recipe book
- Making sure staff are measuring all ingredients to the gram as shown in recipe and following all procedures detailed in recipe
- Making sure all prep items are chilled and heated in the correct time frame to meet state and local regulations
- Making sure staff are labeling and dating all items to meet local health regulations
- Staff are rotating items so product is not wasted
- Make sure staff are cleaning as they work and the whole kitchen is keep in a clean working environment, especially given how open the kitchen is to customers walking by and customers picking up orders
- Making sure delivery drivers are being held accountable to the standards set.
 - Driving Safely
 - Providing a positive experience for the customers
 - Insuring food is delivered on time and in the correct condition
 - Ensuring customers orders are completed and delivery drivers are delivering orders on time and to the correct individual; and filling in when help is needed.

IMPORTANT SKILLS AND ABILITIES

- Minimum 2 years experience in a professional kitchen environment.
- Ability to communicate expectations clearly with your staff
- Being able to follow up on expectations and holding staff accountable if problems arise
- Must be able to perform all duties for all stations so you as manager can help when help is needed.
- Ability to take direction and produce according to a recipe of head chef and kitchen manager
- Be a self-starter and see where things can be improved and come up with action items to help improve the work environment.
- Desire to create and collaborate with head chef on new menu ideas and items for specials
- Keeping track of staff hours and keeping up with full time employee hours, helping with payroll and office work; menu costing; quarterly earnings

EXPECTED HOURS OF WORK:

Must be able to work days, nights, weekends, holidays, and special events

UNIFORM REQUIREMENTS

- Clean, non-slip shoes must say non-slip on shoe
- Clean outfit for service
- Good personal hygiene and manicured facial hair

WORK ENVIRONMENT:

Ability to work in hot, wet, humid, and loud environment for long periods of time

PHYSICAL DEMANDS

- Ability to reach, bend, stoop and frequently lift up to 50lb bags of product
- Ability to work on your feet for long periods of time in a high paced environment

SALARY: Commensurate with experience

BENEFITS:

- Medical, Dental, & Vision benefits after 90-day eligibility period
- 401K with match after 1 year service
- Paid Time Off after 90-day eligibility period
- Discounted merchandise
- Discounted beer
- Possible performance and referral bonuses