

JOB TITLE: Kitchen Manager
LOCATION: Virginia Beach, VA
REPORTS TO: Executive Chef
FLSA POSITION TYPE: Salary

POSITION SUMMARY:

The Kitchen Manager at Aslin Beer Co. is responsible for 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, line cooks are completing their assigned tasks at a high level. Filling in and doing whatever tasks are necessary to keep the business running successful. Individuals must also be able to identify any foreseeable problems and react to them accordingly so they do not affect business. The Kitchen Manager must have an 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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Food 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/Front counter employees 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

Keeping inventory spreadsheet/ App up to date with correct levels so ordering can be done correctly

Placing 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

Keeping full time employee up to 40hrs a week so benefits are not compromised

Helping Head Chef with menu development, menu costing, payroll, & quarterly earnings and other office work needed

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 kept 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.

Knowledge, Skills, and Abilities

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

Be a self-starter and see where things can be improved and come up with actions 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