



Assistant Kitchen Manager

The Assistant Kitchen Manager will oversee the planning and day-to-day tasks for the Sunday delivery schedule of the kitchen. In addition to motivating and working alongside the kitchen staff, this position will be responsible for organizing food, equipment, and tasks for service. Additionally, we'll be looking for your attention to details when it comes time to package orders. In this role, accuracy and speed in executing assigned tasks will be critical.

This position reports to the Kitchen Manager. Hours will vary and include Kitchen Lead duties Monday through Wednesday. This position currently requires 20-24 hours per week depending on sales. Hours will include 8am-12pm Mon-Wed and 9am-1pm Fri-Sun but will vary as our business expands.

Duties

Manages kitchen staff (10%)

- Monitors training and development of kitchen staff.
- Provides direction to kitchen staff, ensuring execution of all employee duties
- Assists in completion of all kitchen staff trial period, 90-day, and annual reviews.

Manage kitchen logistics (90%)

- Assumes role of Kitchen Manager in Kitchen Managers absence
- Ability to prepare the weekly production documents to include:
 - Print copies of customer receipts
 - Product Sales Document (to include total servings and recipes needed)
 - Recipes needed for the week
- Ability to order materials, supplies, and ingredients based on demand
- Store all food products in compliance with health and safety regulations, organized in a FIFO fashion
- Monitors kitchen operations to ensure compliance with health and fire department regulations, including compliance with state, federal, and local food handling requirements and standards
- Completes the duties of a line cook when needed, and is capable of performing the duties of all kitchen positions
- Approves of the taste, look, and packaging on all food
- Oversees bag packing process
- Assists in the receiving and unloading of product from food vendors

Requirements

- Previous managerial experience preferred
- Proven cooking experience, including experience as a restaurant cook or expert home chef
- Excellent understanding of various cooking methods, ingredients, equipment and procedures
- Accuracy and speed in executing assigned tasks
- Ability to lift up to 50 lbs and stand for long durations
- Familiar with industry's best practices
- Access to a clean and well-functioning car and personal cellphone
- Maintains personal car insurance (no commercial license needed)



Benefits

Pay is \$15.50/hr

20% off meals

Annual \$50 per diem to be used however you see fit to benefit you in this role

Manager Benefits

Credit card with \$2,000 limit for work expenses

\$25/month technology credit (for personal cellphone and computer use)

Up to \$350 credit for membership and attendance fees for networking or industry groups