

Role Profile: Kitchen Manager



Overview:

The Kitchen Manager is responsible for making sure the restaurant delivers great quality food to our customers, and fast. The manager makes sure our food is always safe, that our cost of food is controlled, and that all kitchen staff are trained in production procedures, including new items that are added to our menu. The Kitchen Manager is also responsible for making sure the team meets production targets, such as speed, quality, and accuracy.

Responsibilities:

BUSINESS PLANNING

- Monitor and report progress on department goals and objectives.
- Prepare for and participate in monthly People Managers' Meeting.
- Conduct weekly department walk-thru to assess performance and identify actions.

FOOD SAFETY

- Prepare restaurant team for health and Ecosure inspections and follow up on action items, developing an action plan for any opportunities
- Follow up on pest prevention program
- Complete monthly Manager's Monthly Food Safety Checklist to correct any issues observed
- Check that the pyrometer kit includes all working components
- Ensure that digital food safety checklists are completed to at least 80%
- Follow up on completion of daily Ecosure Walk-throughs

INVENTORY MANAGEMENT

- Completing truck orders accurately and in a timely manner
- Communicate and verify use of stock organization plan
- Oversee and verify delivery accuracy and product rotation
- Monitor raw and completed waste, food promo, T-reds, employee and manager meals, and condiments
- Verify that raw and completed waste is tracked on every shift
- Analyze food cost components and develop and communicate weekly food cost action plans to managers and crew
- Complete Food Cost/QCR and Stat reports weekly and communicate results
- Complete daily, weekly, and monthly inventory counts and troubleshoot any discrepancies
- Maintain organization of and inventory of operating supplies and monitor budget

PEOPLE PRACTICES

- Write and conduct performance reviews for assigned managers and crew in department

PRODUCTION

- Develop and follow plan for proper arrangement and organization of grill area equipment and stock
- Monitor e-Production including prep, thaw pull, and cooking procedures (update amounts and maintain system, identify opportunities to optimize and train)
- Ensure proper training and execution of all production procedures
- Plan and deliver training and communication for promotions to crew and managers in the department
- Monitor kitchen area procedures and identify areas of opportunity to make improvements

PLANNED MAINTENANCE

- Assign and communicate cleaning responsibilities for department
- Train Crew/Managers on cleanliness and PM tasks for the department
- Verify completion of cleaning and PM tasks to meet standards
- Schedule and delegate department PM Tasks
- Troubleshoot PM emergencies