



**Position: Kitchen / Bar Supervisor**  
**Reports to: Manager**

The Kitchen Manager has overall kitchen responsibility with the objective of creating an experience for our valued customers. They will oversee all food and beverage related management tasks, be responsible for menu changes and product ordering, and staff scheduling.

## **Requirements and Accountabilities**

### **Production/Operations**

- Prepares and plates meals
- Prepares a variety of meats, seafood, poultry and vegetables and other food items for cooking in Combi-oven, Ovention oven, pizza press and a variety of other kitchen equipment
- Prepares items for cooking by portioning, seasoning and/or marinating
- Establish food production line to assure meals are prepared timely
- Ensure that food is attractively garnished and presented
- Conduct quality assurance tests for all menu items
- Facilitate menu planning and costs
- Prepare specifications for purchases and orders within budget and monitor the requisition of food and supplies
- Place orders for food equipment and supplies as needed or required within budget
- Organize refrigeration, freezer, storeroom and kitchen tables
- Receive and put away food and other storeroom orders
- Maintain and administer standards for food production and handling, cooking, housekeeping, sanitation, safety, dress and employee hygiene in compliance with appropriate laws, regulations, policies and procedures

### **Health and Sanitation**

- Assure cleanliness of all work areas
- Verify kitchen is cleaned each night including placing garbage in common garbage receptacle and ensuring all kitchen and hallway floors have been mopped
- Establish, maintain and perform daily and weekly kitchen cleaning schedule tasks:
  - ovens
  - dishwasher
  - all fridge and freezer units
  - dry storage area
  - all vents
  - all sinks
  - all drains
- Maintain awareness of potential hazards and make recommendations to your supervisor
- Review all temperature documentation of freezers, refrigerators, etc. for proper temperatures
- Ensure safe food handling procedures with an emphasis on food temperature
- Inspect food storage rooms for upkeep and supply
- Ensure compliance with all federal and regional regulations including scheduled completion of food temperature logs, sanitization logs and other documentation as required



- Dating and labeling all food products as required, including maintaining maximum shelf life for perishable items of 3 (three) days from date of production or defrosting

### **Team Management**

- Plan, schedule, supervise and participates in the work of assigned areas to ensure proper distribution of assignments, adequate staffing and facilities for performance of duties and prompt and efficient preparation of foods to meet the menu requirements
- Plan and conduct meetings with Team Members to ensure compliance with practices and policies and to keep employees abreast of current changes and standards
- Manage without disrupting operations various personnel functions including, but not limited to hiring, disciplinary actions, grievances, promotions and vacation schedules
- Perform orientation of new employee
- Prepare employee evaluations
- Terminate associates when appropriate (with the guidance of your supervisor)
- Participate in training as required by local and county regulations
- Participate in new hire orientation program for new hires
- Conduct monthly staff meetings
- Act as "Emergency Contact" for urgent kitchen related issues

### **Fiscal Responsibility**

- Compliance for restaurant and pub
  - Annual renewal of licenses with LCB and JCHD and all compliance
  - Inspections from LCB and JCHD and all compliance
- Prepare and manage operations within departmental budget
- Implement appropriate action to eliminate budget variances
- Make recommendations for increased savings, reduced costs and improved services; determine changes in selling prices and menu items as needed; propose new equipment purchases
- Monitor inventory purchasing and invoicing
- Ensure accurate record keeping accounts for payroll, food cost, catering, special functions, etc. and submit required reports to Accountant in a timely manner
- Complete weekly summary reports

### **Equipment Maintenance**

- Responsible for administration of equipment maintenance and repairs
- Maintain the preventative maintenance program for kitchen equipment
- Responsible for administration or requisitions for all small wares, dishware, etc.

### **Miscellaneous**

- Perform other duties as assigned or required for the successful operation of the kitchen and dining room

## **Qualifications**

- Previous management experience in Food Services of more than two years



- Basic computer literacy including basic knowledge of Microsoft Office (Outlook, Word, Excel) and Quickbooks
- Ability to add, subtract, multiply and divide in all units of measure, using whole number, common fractions and decimals
- Ability to compute rate, ratio and percent
- Ability to convert recipes
- Understanding of budgets
- Able to understand basic manuals
- Must possess a high degree of interpersonal relations skills and capability of relating to a variety of people and personalities.
- Considerable initiative, judgment and leadership skills.
- Valid food handlers permit

## **Physical and Sensory Requirements**

### **(with or without the aid of mechanical devices)**

- Ability to stand, walk, stoop, kneel, or crouch for prolonged periods
- Use of hands to finger, handle or feel objects, tools or controls, with each hand/arm
- Medium Physical Demand Level: ability to regularly lift and/or move up to 9 kg / 20 pounds, and occasionally lift up to 23 kg/50 pounds
- Good visual acuity including close vision, distance vision and color differentiation
- Ability to tolerate wet and/or humid conditions and occasionally extreme heat
- Ability to tolerate moderate noise levels
- Mental acumen

## **Working Conditions**

- Able to work full-time
- Must possess a high degree of flexibility and tolerance to adjust to changes in workloads and days (i.e. weekends, evenings, etc.)

Note: All duties and responsibilities listed above are considered to be essential job functions and requirements of the position. The Company may make reasonable accommodations to help qualified individuals meet the standards of the position so long as the reasonable accommodation does not create an undue hardship on the Company. Marginal functions of the position that are incidental to the performance of fundamental job duties have not been included. However, the omission of a specific statement of duty or responsibility does not exclude same from the position if the omitted statement of work or duty is similar, related to or logically connected with the position. This job description is aimed to simply provide the Team Member with an overview of the skills necessary to be successful in the position and is in no way an offer of guaranteed employment for a specified term.



## Employment Application

| APPLICANT INFORMATION  |                     |                  |      |
|--|---------------------|------------------|------|
| Last Name  | First               | M.I.             | Date |
| Street Address   |                     | Apartment/Unit # |      |
| City   | State               | ZIP              |      |
| Phone  | E-mail Address      |                  |      |
| Date Available   | Social Security No. | Desired Salary   |      |
| Position Applied for   |                     |                  |      |
| Are you a citizen of the United States?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                     |                  |      |
| Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?  |                     |                  |      |
| Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain  |                     |                  |      |

| EDUCATION   |    |   |        |
|-------------|----|---|--------|
| High School |    | Address   |        |
| From        | To | Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College     |    | Address   |        |
| From        | To | Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other       |    | Address   |        |
| From        | To | Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

| REFERENCES  |              |
|---|--------------|
| <i>Please list three professional references.</i> |              |
| Full Name   | Relationship |
| Company   | Phone (    ) |
| Address   |              |
| Full Name   | Relationship |
| Company   | Phone (    ) |
| Address   |              |
| Full Name   | Relationship |
| Company   | Phone (    ) |
| Address   |              |

| <b>PREVIOUS EMPLOYMENT</b>  |                    |                    |  |
|---|--------------------|--------------------|--|
| Company   |                    | Phone ( )          |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company   |                    | Phone ( )          |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company   |                    | Phone ( )          |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

| <b>MILITARY SERVICE</b>          |                   |
|----------------------------------|-------------------|
| Branch                           | From To           |
| Rank at Discharge                | Type of Discharge |
| If other than honorable, explain |                   |

| <b>DISCLAIMER AND SIGNATURE</b>   |      |
|---|------|
| I certify that my answers are true and complete to the best of my knowledge.  |      |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |      |
| Signature   | Date |