

# Manager - Kitchen

Example of Job Audit pages

## Major Duties:

Ensure efficient operation of restaurant by coordinating all areas involved in food preparation, service and clean-up.

## Specific Tasks:

- Hires, trains, supervises and evaluates all kitchen and wait staff.
- Makes payments to vendors, contractors and suppliers, in the absence of the general manager.
- Creates biweekly employee work schedules.
- Checks and logs employee time cards daily.
- Assists with daily inventory of all kitchen supplies and food.
- Opens and closes the restaurant/bar when scheduled and is responsible for daily operations and employees when manager on duty.
- Discusses customer satisfaction cards with wait staff and hostess at end of every shift
- Backs up all kitchen and wait staff employees as needed.
- Meets with general manager and other managers weekly to coordinate activities and schedules.
- Assists General Manager in the ordering and coordinating the delivery of all supplies including: food, alcohol and other beverages, paper supplies, and other miscellaneous items to ensure proper stock levels.
- Assists General Manager with promotional events.

## Supervised by:

General Manager

## Supervises:

Cooks, Wait Staff, Host/Hostess, Dishwasher, Bus Staff

## Co-Workers:

All employees on duty.

## Days/Hours:

9:00 a.m. to 6:00 p.m. and 6:00 p.m. to close.

## Compensation Plan:

- Salaried
- Health insurance, life insurance and long term disability insurance
- Free meal when working 8 hours/day
- Free non-alcoholic drinks throughout shift
- One drink after shift completed (if 21 yrs. or older)

## Career Growth Opportunities:

Any position in the bar/restaurant is open to current employees who demonstrate the specific skills and experience required of the position

**Safety/Ergonomic Issues:**

May involve lifting up to 20 pounds, carrying, leaning, bending, etc.

**Ability to Restructure Job/Environment to Fit Employee:**

Training in safe operation of kitchen equipment, proper body mechanics, and to reduce static muscle movement. Hours can be flexible if needed.

**Stress Situations:**

Busy restaurant/bar hours/days can cause a non-stop stream of customers to serve. Handling "crisis" situations involving shortages of stock, late deliveries, employees taking time off.

**Education Required:**

- Some college course work in the areas of accounting, finance
- Course work in restaurant management a plus
- General education sufficient to have obtained the skills listed below.

**Certificates/Licenses Required:**

None

**Specific Experience Required:**

Previous experience in restaurant management, especially food sanitation, food preparation and service, and supervision.

**Specific Skills Required:**

- Ability to read and write to handle paperwork and incoming mail, menus, etc.
- Strong math skills to handle checkbook and receipts.
- Strong decision making skills to solve employee issues, etc.
- Superior interpersonal skills to work with management staff, employees, outside vendors, contractors, suppliers, and customers.
- Superior organizational skills to ensure smooth daily operation.
- Superior planning/memory skills to assist in preparing all events, promotions, and complete all daily duties.
- Excellent customer service skills.

**Physical Specifications:**

- Reaching: forward, downward
- Work Station Height: varies with duty performed
- Task Height: varies with duty performed
- Steps & Stairs: none
- Grip: (Full Hand): constant, always handling objects
- Visual Angles (Downward/Lateral): both
- Muscular Force: (Weight, Height lifted from/to, Distance carried/held, Twisting)  
√ Ability to back-up all front employees, may need to lift up to 20 pounds and carry various distances throughout restaurant/bar. May lift cases of food/beer.
- Head/Neck: continuous turning, looking downward, and laterally
- Arm: continuous bending and extension
- Forearm: continuous flexing
- Wrist: continuous turning and rotation
- Fingers: continuous flexing and grasping
- Hips: continuous movement, walking, bending, leaning
- Ankles: continuous movement, walking, bending, leaning