JOB DESCRIPTION

| **TITLE** | KITCHEN OPERATIONS MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Kitchen Operations Manager oversees daily kitchen operations at [Organization Name]. This includes managing food preparation, monitoring inventory, ordering supplies, and maintaining compliance with health and safety regulations. The role requires leadership, organizational skills, and the ability to create a clean and efficient working environment.

The successful candidate will supervise kitchen staff, manage budgets, and ensure high standards of food quality and service are consistently maintained.

**Duties and Responsibilities**

Overall Responsibilities:

* Oversee food preparation and kitchen operations to ensure efficiency.
* Supervise and train kitchen staff, including recruitment of new employees.
* Monitor inventory levels and order necessary supplies and ingredients.
* Conduct inspections of supplies, equipment, and work areas to maintain health and safety compliance.
* Ensure the kitchen is clean, organized, and follows food safety standards.
* Address complaints related to food quality or service.
* Schedule staff shifts and assign tasks effectively.
* Manage budgets and maintain payroll records.
* Establish and uphold standards for performance and customer service.
* Perform other duties as required, supporting the overall mission of HJFS.

**Qualifications**

* Proven experience as a Kitchen Specialist or in a related food service role.
* High school diploma or equivalent; a degree in restaurant management or certification from a culinary school is a plus.
* In-depth knowledge of kitchen health and safety regulations.
* Previous experience with scheduling software an asset.
* Food safety certification required.

**Core Competencies**

* Strong leadership and organizational skills.
* Excellent problem-solving and conflict resolution abilities.
* Ability to work effectively under pressure in a fast-paced environment.
* Exceptional communication skills, both verbal and written.

**Working Conditions**

* The standard work week for this position is X hours.
* The standard schedule for this position is [insert time, e.g., Mondays through Fridays 8am to 5pm]
* Onsite role in a kitchen setting with exposure to high temperatures, slippery surfaces, and sharp objects.
* Requires standing for extended periods.
* May include occasional overtime or varied shifts to meet organizational needs.