Assistant Kitchen Manager

JOB PURPOSE:
To provide kitchen supervision for the training and development of all management and hourly team members in order to:
• Consistently meet or exceed the standard of food safety and food quality to insure the guest experience
• Assist in hiring, training, retaining and developing promotable people
• Optimize financial results by controlling costs (i.e. food waste, food production)
• Execute Flight plan when scheduled to be Kitchen Manager on duty

DUTIES:
To insure the execution of D&B operating standards and philosophies in the kitchen.
• Supervise the kitchen during a shift, creating the energy, teamwork and morale needed to provide an excellent guest experience
• Have a game plan for the shift to include goals for ticket times, staff development and profitability
• Execute opening, pre-closing, and closing procedures according to the standard
• Hold staff accountable for performance by providing feedback throughout the shift and by checking people out
• Manage the labor goals for the shift by recommending to BOH Managers cuts as volume dictates in order to maximize productivity
• Maintain a safe (physical plant and food hygiene) and secure environment for all staff
• Insure the freshness of all food product through proper purchasing and product rotation
• Insure the quality of all product to the guest through recipe adherence, quality control and ticket timelines
• Assist Kitchen Manager in setting department goals
• Oversee the execution and administration of the MIT training program
• Oversee the execution and administration of the staff hat program
• Conduct recipe and station validation daily
• Oversee the development of certified trainers in the kitchen
• Assist KM with staff performance evaluations
• Make wage increase and termination recommendations to Kitchen Manager as needed
• Follow purchasing guidelines to insure overall financial accountability for product and supply inventory, etc.
• Complete all required paperwork in a timely and accurate manner
• Communicate regularly with staff members using all available communications tools (i.e. one on ones)
• Communicate weekly with the Kitchen Manager regarding progress on departmental goals and/or area of responsibility
• Complete projects as established by the Kitchen Manager in a timely fashion
• Assist in the follow up on all changes to D&B food products, kitchen systems, staff training and procedures
• Insure the timely completion of all repairs to kitchen equipment and facility

QUALIFICATIONS:
• High school graduate or equivalent with minimum two years of high volume full service kitchen management experience. Internal candidates must complete intern program.
• Excellent management, communication and problem solving skills. Ability to plan; ability to make sound decisions. Customer service oriented. Security/ safety conscious
• Must be able to lift up to 50-60 lbs

WORKING ENVIRONMENT:
• Fast-paced environment. Standing and walking for extended periods of time. Exposure to cold temperatures ranging from −10°F to +35°F in freezers and meat and produce walk-ins. Exposure to hot temperatures ranging from 100°F to 110°F in kitchen.