

Seatac Bar Group, LLC.

Position Description

Job Title: Kitchen Supervisor/Lead Cook

Job Type: Full Time

Reports To: General Manager

Job Classification: Non Exempt

Job Summary:

Kitchen Supervisor/Chef will manage the day-to-day operations and food prep of menu items in a fast, accurate and appetizing manner by:

- Contributing to a positive teamwork environment
- Thinking analytically and adjusting to changes in daily routine as needed
- Committing to providing quality meals with customer satisfaction
- Ensuring that all staff adheres to all food safety regulations
- Working with staff to keep and maintain a kitchen that runs smoothly in food preparation and timely service
- Maintaining strict confidence regarding company-related matters as needed

Directly supervises 1-20 employees in lower-level kitchen operation positions.

Train all employees to menu specifications, sanitation & food handling processes.

Monitor all stations and maintain strict use of recipes for all food production and products.

Observation on all food stations to eliminate waste and use of the freshest products possible.

Practice correct food handling and storage procedures according to company and state regulations.

Receive and examine food products and supplies to ensure quality, and quantity to meet established standards and specifications.

Ensures proper storage and organization of all supplies.

Creates, develops, and follows established rules for all recipes.

Maintains adequate inventory levels and conducts weekly inventories.

Complies with all nutrition, sanitation and safety regulations and standards.

Essential Job Functions:

Operations Management

Manage all kitchen operations under the guidance of the Management.

Ability to identify & fabricate all meats, raw or cooked for service or functions, as well as other products, but not limited to vegetables, fruits, starches, etc.

Maintain accurate labeling on all prepared items with the following information inside the container:

- date item prepped
- use by date
- initials of the person who prepared item

Scheduling shifts according to business hours.

Maintains inventory control by rotating products to company standards.

Produces menu items timely as required.

Maintains all HACCP standard operating procedures.

Accurately plan and create all requisitions for ordering.

Other duties as determined by management.

Kitchen Standards:

Counts accurate inventory of all items in all food storage areas.

Ensures the staff has a clean/ sanitary work station by practicing the clean as you go method.

Reports all unsafe working conditions, operational needs and equipment or aspects of the kitchen in need of repair to management.

Customer Service

Provides leadership skills with employees, ensuring employees are adhering to company customer service policies and providing excellent customer service.

Maintains positive customer relations and coordinates with various functions within the company to ensure customer requests are handled appropriately and in a timely manner.

Product Knowledge/Operating Standards:

Follow proper cooking techniques for all dishes.

Ensures food quality and timeliness.

Create, develop, and maintain the strict following of recipes for all food production.

Produces daily production sheets and records leftovers.

Cleans and wipe down tables and utensils before and after each assignment to comply with sanitary standards

Other Functions

Meets attendance guidelines and adheres to regulatory company policies and procedures.

Maintain company uniform and dress codes.

Ability to push, pull, and lift up to 50lbs on a daily basis.

Be able to reach, bend, stoop, and work in a standing position for extended periods of time.