



JOB TITLE: KITCHEN MANAGER
DEPARTMENT: FOOD & BEVERAGE
RESPONSIBLE TO: EXECUTIVE CHEF & F&B MANAGER

JOB PURPOSE: The Kitchen Manager is responsible for the successful supervision and coordination of activities concerning all Grill operations and personnel, including food preparation, kitchen and storage areas.

EDUCATION, TRAINING AND EXPERIENCE:

- High School degree or GED, work experience required;
- Minimum three (3) to five (5) years' experience in restaurant management, inventory control and purchasing;
- Must be 21 years of age
- Ability to solve complex problems
- Strong knowledge of applicable sanitation laws and Health Department regulations, and Serve Safe certificated recommended;
- Ability to perform assigned duties under frequent time pressures and in an interruptive environment, maintaining high levels of guest service; and
- Ability to maintain an upbeat attitude and flexibility in scheduling.

ESSENTIAL JOB FUNCTIONS:

- Ensures the highest standards of quality & prompt service;
- Resolves guest concerns or complaints in order to maintain positive customer relations while actively building and retaining customer relations service;
- Ensures that service is carried out in accordance with established policy;
- Analyze and interpret back-of-the house needs and solve complete problems with positive results;
- Broad variety of task and deadlines requires irregular work schedule;
- Assist department in hiring, training, and supervising of new and current employees;
- Monitor and enforce company and departmental safety policies, health department standards, and all other applicable regulations;
- Responsible for various clerical duties regarding staff and within food operations, i.e., payroll, staff paperwork, PTO, and schedule planning, monitor overtime and staff motivation;
- Delegate effectively and assign responsibilities as related to each outlet;
- Ensure proper cashing and financial standards compliance; and
- Ability to perform all duties associated with food operation and all other incidentals, related and compatible duties as required and/or assigned.

Diamond Jacks Casino & Hotel

Employee Job Description

JOB#	POSITION TITLE	DIV. #	DIV. NAME	DEPT. #	DEPT. NAME
	Executive Chef				Food & Beverage
JOB PURPOSE: Under the directions of the Director of Hospitality, the Executive Chef will lead and direct all food related operations as they pertain to each venue; special emphasis on food quality and food consistency, scheduling, mentoring and specific focus on Kitchen Team Members development.					
QUALIFICATIONS: (Include equipment knowledge/use) <ul style="list-style-type: none"> • High school diploma, G.E.D., or equivalent; College degree required or graduation from an accredited culinary institute; • Three to five years of experience as an Executive Chef, preferred. • Excellent communication, organizational skills and the ability to work with others as well as independently ; • Ability to effectively present information and respond to questions from groups, guests and/or management staff; • Ability to define problems, collect data, establish facts, and draw valid conclusions; • Must have an upbeat attitude and flexibility in scheduling; • Strong computer skills including the use of Microsoft Word, Excel and Outlook Express required. 					
LICENSE REQUIREMENTS: Responsible Vendor's Permit					
ESSENTIAL JOB FUNCTIONS: <ul style="list-style-type: none"> • Oversee product consistency and make necessary modifications according to business needs; • Monitor waste and over-production of food product, utilizes leftovers; ensure proper rotation and quality control; • Oversee training of all team members to assist them in achieving higher status; • Monitor and enforce company and departmental safety policies and health department standards; • Responsible for monitoring food costs for all food and beverage venues and ordering of all food • Responsible for maintaining the overall cleanliness and equipment maintenance of all food and beverage venues • Oversee all kitchen related activities pertaining to the normal operation of the venues, menus and staff; • Organize and conduct daily and/or weekly meetings with the back of the house staff including leads to discuss operational needs and overall cleanliness of kitchen and venues; • Work closely with Director of Hospitality to achieve department goals; • Ensure all team members and/or kitchen staff are trained and meet company standards; • Responsible for the selection, training, evaluation, discipline, scheduling and allocated work assignments while monitoring staff performance and productivity; • Perform other incidentals and related duties as required and/or assigned. 					
PHYSICAL/MENTAL REQUIREMENTS: (*Constantly, Frequently, Occasionally) While performing these job duties, the employee is regularly required to: <ul style="list-style-type: none"> • Stand, walk, sit; use hands to finger, handle, or feel; and talk or hear; • Reach with hands and arms, climb or balance, stoop, kneel or crouch; • Ability to observe and have close vision, distance vision, color vision, peripheral visions with depth perception and the ability to adjust and focus; and • The employee must occasionally lift and/or move up to 25-50 pounds. 					
WORKING CONDITIONS: <ul style="list-style-type: none"> • Work is performed indoors in a thermostatically-controlled environment with occasional hot and cold temperature changes • Exposure to various chemicals used in the maintenance of property; • Hazards: knives and mechanical kitchen equipment and exposure to food odors • Works in a moderate to loud noise level environment. • Occasionally exposed to outside weather conditions and close space while working with others 					
*Constantly = over 2/3 time		Frequently = 1/3-2/3 time		Occasionally = under 1/3 time	