

## La Fe Preparatory School Job Description



### **Kitchen Manager**

#### **Basic Functions:**

Responsible for the daily operations of the kitchen, and provides professional leadership and direction to kitchen personnel and program participants. Ensures that all scheduling, kitchen preparations, and participant activities are coordinated to meet La Fe and City of El Paso specifications and standards. Maintains a safe, orderly and sanitized kitchen. Demonstrates this by example, using proper food-handling techniques. Manages all daily, weekly, and monthly activities; serves as a liaison between participants and La Fe-EZ program.

#### **Essential Functions:**

1. Prepares daily schedules.
2. Ensures that all stations remain stocked before and during the meal periods.
3. Verifies that kitchen participants follow sanitary and health standards.
4. Keeps kitchen, dish, and storage areas clean and organized.
5. Places food and supply orders as directed.
6. Hires and trains employees to company standards.
7. Sets excellent customer service and work examples.
8. Actively participates as a member of the management team.
9. Manages participant levels throughout shift.
10. Oversees kitchen labor and food cost to budgetary requirements.
11. Performs additional responsibilities, although not detailed, as requested.

### **Qualifications**

#### **Knowledge**

1. College or culinary training or extensive cooking and production experience.
2. Commitment to quality service, and food and beverage knowledge.
3. Basic math skills.
4. Knowledge of basic training techniques.
5. Awareness of local, state and federal health and sanitation laws.
6. Understanding of proper use and maintenance of major kitchen equipment, including stoves, refrigeration, slicer, knives, and dish machine.
7. A minimum of 2 years working in a food preparation position.

#### **Skills/Aptitudes**

1. Professional communication skills, oral and written.
2. Actively supervises, motivates and disciplines employees.
3. Ability to work in a high-energy and demanding environment.
4. Organization and leadership skills.

5. Demonstrates strong leadership skills and is a team player.
6. Works well under pressure.
7. Can effectively solve problems.
8. Able to take direction.
9. A minimum of two years working in management.
10. Beverage responsibilities for a minimum of one year.

**Working conditions**

1. 90% of time standing and 10% of time sitting.
2. Direct contact with guest, managers and employees.
3. Behaves professionally and can be flexible in a changing environment.
4. Must be able to carry loads greater than 35 pounds, and be able to transport up to 70 pounds regularly.
5. Must speak fluent Spanish.
6. Must be able to hear with 100% accuracy with correction.
7. Must be able to see to 20/20 vision with correction.
8. Travel may be required for occasional deliveries, visits to other locations, or company meetings.
9. Excellent attendance is required with schedule flexibility determined by business needs.

**Level**

Can work independently with little supervision.

**Non Essential Duties and Functions**

1. Use of a Point of Sale System.
2. Computer Competency (MS Word and MS Excel)