**Role:** Kitchen Manager

**Reporting to:** General Manager

**Location of role**:

**Job Purpose:**

As Kitchen Manager, you will be responsible for ensuring that the kitchen departments run smoothly and ensure that all kitchen and restaurant staff adhere to safety regulations. Your duties will include supervising kitchen staff, organising food orders, overseeing food preparation, cooking and examining food plating and temperatures.

**Key responsibilities**

* Ensuring that all food items and products are stored, prepared and served based on the restaurant’s recipe, preparation and portion standards
* Ordering kitchen materials and ingredients based on the menu and market demand
* Supervising food preparation in the kitchen and ensuring that customers are satisfied
* Maintaining clean working environments and making sure that employees follow the restaurant’s preventive maintenance measures
* Maintaining adequate inventory levels and conducting weekly inventories
* Working with Restaurant Managers to create menu items, pricing and establishing portion sizes of each meal
* Scheduling shifts by business hours, days, and occasions
* Overseeing the training of employees to ensure the safe operation of kitchen equipment and utensils and the proper handling of heavy items and hazardous materials.

**Essential skills and experience**

* Ability to plan menus and order materials and ingredients accordingly
* Familiarisation with a wide variety of recipes
* Great organisational skills
* Good conflict management skills
* Ability to excel in a fast-paced environment
* Ability to work extensive hours throughout the day