

## Kitchen Manager

### *Job Description*

**Job Classification:** Non-Exempt, Full-Time

**Work Schedule:** As negotiated in employment letter

**Reporting Relationship:** Business Operations Manager

#### **Primary Accountabilities:**

The Kitchen Manager is responsible for the overall operations of the kitchen area at Dialogue Coffee House. This position is responsible for supervising the food prep and baking, maintaining a fully stocked kitchen and complying with safety and cleanliness standards. This position is responsible for ensuring all kitchen employees are thoroughly and properly trained. This position must uphold the mission of the Capper Foundation.

#### **Major Duties:**

- Trains and manages kitchen employees. Provides coaching and direction to Dialogue team to achieve goals.
- Supervise preparing and serving food items according to our quality standards.
- Order food supplies and kitchen equipment, as needed.
- Complies with KDA health and safety regulations.
- Coordinates food orders and deliveries.
- Creates schedules for all kitchen staff
- Ensures that the kitchen is well maintained, clean and always organized.
- Monitor and control labor cost for kitchen on a daily basis. Maintains financial efficiency by keeping weekly and monthly cost report.
- Responsible for pricing menu items in collaboration with Employment Services Director.
- Covers callouts and staffing shortages as needed including opening or closing shifts, weekends, and holidays.
- Other duties as assigned.

#### **Qualifications:**

- Read, write and speak fluent English
- High school diploma or GED equivalent
- Minimum of 2 years' experience in food service
- Valid Kansas driver's license and proof of insurance
- Must be able to pass background checks per agency procedures.

#### **Training Requirements:**

- Must complete orientation training and maintain training certification based on agency procedures.
- Supported employment web-based training.
- ServSafe Certification

#### **Physical Demands:**

- Lift 50 pounds
- Bend, stoop, kneel, crawl and walk frequently
- Regularly required to speak and hear

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- Regularly required to sit, stand, walk, reach and use hands

**Work Environment:**

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature	Date	Supervisor Signature	Date	