

POSITION DESCRIPTION

POSITION TITLE: Culinary Operations Manager
DEPARTMENT: Management
REPORTS TO: President of company
PREPARED DATE: July 11, 2017

POSITION SUMMARY: This is a hands-on role that involves BOH execution in three locations including cooking, teaching and coaching of kitchen team members. It is an active role that will evolve to include menu and menu item development and creation. Coordinates activities of and directs training of restaurant and catering chefs, cooks, and other kitchen workers engaged in preparing and cooking foods to ensure an efficient and profitable food service by performing the following duties personally or through subordinate supervisors.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversee and continually improve the culinary operations of all Molina's Cantina locations.
2. Teach and train new food and existing kitchen team members, including kitchen managers.
3. Coach Serve Safe food handling practices at all locations.
4. Ensure that the menu and food standards are being executed in all locations.
5. Create new ideas for specials using existing ingredients.
6. Suggest new ingredients to management to review.
7. Plans or participates in planning menus and setting pars, taking into account probable number of guests, marketing conditions, and popularity of various dishes.
8. Reviews restaurant menus, analyzes recipes, determines food, and labor costs, and assists in assigning prices to restaurant menu items. Also reviews catering menus, develops new catering menu items, analyzes catering recipes, determines catering food, labor, and overhead costs, and assists in assigning prices to catering menu items.
9. Communicates with Catering Sales Manager and maintains notes in Outlook regarding scheduled events.

SUPERVISORY RESPONSIBILITIES: Manages three subordinate supervisors who supervise a total of 30 employees in the kitchen. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 30 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

SKILLS: Trained and proficient on all stations in the company's kitchen system, be able to work any of the three locations with ease and understanding. Solid knowledge of culinary fundamentals including food handling, storage, purchasing and production forecasting. Understands recipes and how they function, ability to scale them up or down as needed. Proper kitchen and smallwares equipment use and maintenance. Support catering business unit. Proficient in order and managing inventory of food and paper products.

EDUCATION and/or EXPERIENCE: Culinary degree or equivalent business degree, BS preferred. Three to five years commercial cooking. Five years + hands-on management experience, kitchen management preferred.

LANGUAGE SKILLS: Bilingual in Spanish. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have current Food service Manager Certification valid in Houston and the State of Texas. Must have a valid Texas Drivers license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals and extreme cold. The noise level in the work environment is usually loud.

Contact: jimdoak@jwd-consultancy.com