

**Job Title: Kitchen Supervisor**

**Department: Food Service**

**Reports to: Food and Beverage Manager**

**Key Areas of Responsibility:**

- Responsible for coordinating operations of the cooking kitchen and assigning tasks to coworkers.
- Responsible for the preparation of main dishes served in a 250-guest capacity dining room, with set mealtimes and all-you-can-eat family style of service.
- Oversees food preparation and maintains a clean and safe food service environment.
- Leads and assists the cooking kitchen coworkers in the preparation and service of all main dishes and hot vegetables according to established menus and portions in appropriate quantities to guests and coworkers.
- Ensures the quality of food served continues our culinary experience that is an expression of scratch preparation. Embraces our core value of “tradition” by ensuring the traditional Capon recipes are consistently maintained while striving to improve quality.
- Plans the Daily/Weekly food prep schedule. Maintains food supplies to serving lines in proper portions, quantities, freshness, and temperature during serving periods.
- Works with Food and Beverage Manager to plan and prepare special menus to meet guests dietary needs as requested.
- Assists in training kitchen support staff in food preparation skills and Capon standards.
- Streamlines the kitchen processes to maintain prompt service times.
- Coordinates with Food and Beverage Manager to order foods and supplies needed for meeting the needs of menus and recipes.
- Maintains knowledge of guests and guests counts.
- Responsible for proper storage of leftover and prepared foods in clearly marked containers at the proper temperature.
- Responsible for cleaning and maintaining work area, including sanitizing of all cooking equipment used.
- Makes recommendations for maintenance or replacement of kitchen equipment.
- Works with the Food and Beverage Manager to ensure proper placement and rotation of products in wareroom, cage, freezer, and cave.

**Misc. Responsibilities:**

- Assists with washing of pots, pans and kitchen utensils as needed.
- Cleans gas oven, stove and brick oven when needed.
- Assumes additional responsibilities as needed.

**Education:** High School Diploma

**Experience:**

- Supervisory experience and ability to oversee and delegate work assignments.
- Experience in a commercial kitchen.

**Training:**

- ServSafe certification is preferred

**Knowledge and Characteristics:**

- Ability to follow recipes and determine ingredients and quantity needed.
- Familiarity of kitchen sanitation and safety regulations.
- Excellent organizational skills.
- Ability to maintain professional, courteous working relationships with co-workers and other department managers.
- Knowledge in preparing meals for those with allergies.
- Must be able to lift up to 30 lbs. with assistance.

**Tools/Equipment Used:**

- Gas Stove/Oven
- Industrial Mixer
- Industrial Slicer for Bread and Meat
- Meat grinder
- Food Processor
- Pots, Pans, Cooking Instruments and Utensils

**Terms of Employment:**

This is a year-round position with spring cleaning starting in early March and the season running from April through mid-November. During the off season, we will be cleaning and doing projects to prepare for the upcoming season. Normal kitchen supervisor schedule is early morning (6-7 am) until early afternoon (3-4 pm). Days will vary but will include some weekend and holiday work during the season. Full time, hourly. Work will be in a small, hot environment. Starting salary range is \$16-18 per hour, depending on experience. \$500 Sign on Bonus Available, payable after completion of 60 days of employment.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.