

## **Boardroom Bar and Grill Now Hiring**

### **Kitchen Manager**

**Send Resumes to: [boardroomllc@gmail.com](mailto:boardroomllc@gmail.com)**

**Responsibilities and essential job functions include but are not limited to the following:**

- Strong understanding of all kitchen (expo, smoker, prep and line quality identifiers and standards) and dining on systems and operations (to go, host, bar, and service standards); must demonstrate the ability to run effective shifts in all aspects of the restaurant.
- Create, prepare and execute seasonal menus using the freshest ingredients available within the cost control guidelines set forth by ownership. Effectively manages BOH department budgets including forecasting.
- Knowledge of inventory procedures and able to complete nightly inventory in their area of responsibility.
- Oversees department inventory procedures and is able to coach and develop their kitchen team to complete nightly inventory in their area of responsibility. Communicates effectively with vendors.
- Provides direction, coaching, and leadership for all employees including training, safety and sanitation, and company policies and procedures. Effectively maintains area of responsibility in the restaurant that includes expo, smoker, line, prep execution to include recipe adherence, cleanliness and sanitation, kitchen and storage organization, and employee kitchen knowledge is accomplished by coaching throughout and after the shift.
- Responsible for establishing and appropriately communicating goals to the kitchen team, FOH management and owners on a regular basis. Communicates effectively with the FOH management, kitchen staff and ownership.
- Oversees BOH department schedules, effectively maintaining labor goals and guest satisfaction. The schedule should be planned using forecasted sales and labor budget, while taking employee availabilities, requests and vacations into consideration. Oversees the posting of department schedules in a timely manner. Ensures adequate advance notice is provided when posting holiday schedules.
- Interviews and assists in the hiring of all departments to maintain appropriate staffing par levels.
- Effectively maintains area of responsibility in the restaurant that includes expo, smoker, line, prep execution to include recipe adherence, cleanliness and sanitation, kitchen and storage organization, and employee kitchen knowledge is accomplished by coaching throughout and after the shift.
- Effectively manages the kitchen team to ensure that all BOH areas of responsibility including; ordering and par management, recipe adherence, cleanliness and sanitation, kitchen and storage organization, and employee kitchen knowledge is accomplished by coaching throughout and after the shift.
- Effectively maintains the restaurants facility, both exterior and interior, to Boardroom Bar & Grill standards (clean, neat, and organized) and ensures sufficient supply levels of tools available for both FOH and BOH team members to execute their responsibilities.

**Education/Training/Work Experience:**

Culinary school education required. Five years of upscale dining, high volume, scratch kitchen management in a Full-service restaurant experience preferred.

**Knowledge/Skills/Abilities:**

- Exceptional leadership and motivational skills required.
- Must be able to attract, train, develop and retain the very best team members in the industry.
- Exceptionally strong guest focus mentality, with the ability to provide an exceptional dining experience for each guest.
- Ability to define, measure and attain stretch financial goals for the restaurant with a focus on year-over-year sales growth, food cost and profit margins controls, guest count increases, effective staffing levels, great service, add-on sales, and labor cost management.

**Physical Requirements:**

- Ability to sit or stand for long periods of time and work in a restaurant environment.
- Ability to lift at least 50 pounds.
- While performing the duties of the manager, they are regularly required to stand and walk; talk or hear, in person and use hands repetitively to finger, handle, feel or operate kitchen equipment and other standard office equipment; reach with hands and arms; bend, kneel and crouch and climb.