



JOB DESCRIPTION

Title: Kitchen Manager

Classification: Exempt

Salary Range: \$60-\$65k/year DOE

Original Date: 1/1/2014

Department: Cafe

Position Status: Full Time

Reports to: Cafe General Manager

Date of Review: 05/23/2026

Job Objective

Oversee and coordinate the planning, organizing, training and leadership necessary to achieve stated objectives in employee retention, guest service and satisfaction, food quality, cleanliness and sanitation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assumes 100% responsibility for quality of products served.
- Understand completely all company policies, procedures, standards, specifications, guidelines and training programs.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Achieve company objectives in sales, service quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.
- Make employment and termination decisions consistent with General Manager guidelines for approval or review
- Fill in where needed to ensure guest service standards and efficient operations
- Continually strive to develop your staff in all areas of managerial and professional development
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
- Ensure that all products are received in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.
- Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met

- Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures
- Fully understand and comply with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the restaurant, employees and guests.
- Provide advice and suggestions to General Manager as needed.

Job Skills

- Strong interpersonal and communication skills
- Ability to read and follow recipes and instructions
- Good organizational skills
- Perform quality work within strict deadlines, with or without direct supervision
- Must adhere to health and safety regulations
- Ability to communicate clearly and interact professionally with employees, customers and vendors

Supervisory Responsibility

This position directly supervises all kitchen and BOH staff, including scheduling.

Competencies

Strong Leadership

Food quality focus

Flexibility

Time Management

Teamwork Orientation

Required Qualifications

- High school diploma or GED required
- Must be 21 years of age
- A minimum of three years of back-of-the-house management operations
- Serve Safe Certified or ability to acquire upon hire
- Valid driver's license

Special Position Requirements

- Must have availability to work a changing schedule
- Will work nights, holidays, and weekends

Work Authorization

- Must be authorized to work in the United States.

Preferences

- Degree in hotel/restaurant management or business administration
- Multi-lingual
- ABC certified or ability to acquire upon hire
- Proficient Knowledge of Microsoft Office
- Proficient Knowledge of Food and Beverage Software

Work Environment and Physical Requirements

Work involves considerable exposure to unusual elements, such as extreme temperatures, grease, dust, fumes, smoke, unpleasant odors and/or loud noises.

- Must be able to work in a standing position for long periods of time (up to 9 hours);
- be able to reach, bend, stoop and frequently lift up to 50 pounds; and
- have the stamina to work 50 to 60 hours per week when needed.

The Loveless Cafe LLC is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V