



# WESTWIND

## *Kitchen Manager Job Description*

Job Title: **Kitchen Manager**

Classification: **Exempt/Full Time**

Reports to: **Guest Services Manager**

Start Date: **January 7th, 2023**

Compensation: **\$45,000-\$50,000/year DOE, plus benefits**

Application Window Closes: **December 9th, 2022**

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At Westwind, we value our food. Each meal is an opportunity to connect with our community and support our well-being. The Westwind kitchen provides fresh, nutritious, and delicious food that is sustainably sourced when possible. Westwind is seeking a qualified Kitchen Manager to create a welcoming culture around our food service and to provide leadership for our kitchen staff. We are looking for someone who has experience with kitchen management and is excited about working in a community setting with children.

### Position Purpose:

Manages the overall food service operation for our residential facility year-round, including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, meeting dietary requirements, and record-keeping for the kitchen, dining hall, and dish room.

### Essential Job Functions:

- Manage the daily operations of the camp food and dining service, including coordinating activities between the kitchen and dining room.
  - Oversee the planning and preparation of nutritionally balanced camp meals, snacks, and pack-out food.
  - Ensure the service of camp meals by directing the work of other employees.
  - Ensure safe and efficient preparation and serving of camp meals.
  - Coordinate menu planning for rental groups and internal camp programs as directed.
  - Streamlining the kitchen processes to maintain prompt service times.
  - Coordinate with maintenance staff for the proper upkeep of the camp kitchen, dining room, dishwashing and storage areas, equipment, and facilities.
- Oversee the inventory and ordering of food, equipment, and supplies.
  - Maintain inventory of food and cleaning supplies essential to the kitchen and dining hall.
  - Order food and kitchen supplies consistent with menus and group sizes.
  - Coordinate routine and non-routine maintenance with site maintenance staff
  - Maintain high standards of cleanliness, sanitation, and safety.
  - Clean and maintain all food-service areas, including kitchen, storage (food and cleaning), kitchen trash, recycling, compost, and goat scraps.
  - Promote practices that reduce waste and reuse items as much as possible.
- Manage all administrative and hiring functions of the kitchen staff

- Lead hiring new staff.
- Provide onboarding and training to ensure a high-quality and friendly kitchen environment.
- Monitor employee performance.
- Plan, coordinate, schedule, communicate, and supervise the kitchen staff.

Other Job Duties:

- Conduct regular staff meetings with kitchen staff and update Guest Services Manager on needs.
- Coordinate and assist with the Guest Services Manager on guest services and budget development.
- Other duties as assigned by the Guest Services Manager.

Qualifications:

- Leadership skills
- Interpersonal skills
- Conflict resolution skills
- Strong ability to problem solve
- Knowledge of current health and safety laws and practices
- Experience tracking and managing finances
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and commercial kitchen equipment.

Knowledge, Skills, and Abilities

- Knowledge of food preparation, serving, and storage for a large food service setting
- Experience with special diets (vegetarian, vegan, gluten-free, dairy free)
- A strong base of culinary knowledge
- Attention to detail
- Ability to identify and respond to environmental hazards

Physical Aspects of the Job

- Physical stamina to withstand a full shift potentially on their feet.
- Ability to lift and carry 50 pounds (unloading food, carrying trays of dishes, lifting supplies and equipment as needed).
- Physical ability to operate kitchen equipment according to safe recommended methods.
- Endurance to perform tasks while standing for long periods (60 minutes or more).

Requirements to Begin Work

- Current Oregon Food Handlers card, Servesafe preferred.
- COVID-19 vaccination.
- Legally able to work in the United States.
- Pass Criminal Background Check.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_