

Kitchen Manager Job Description

Reporting to the Director of Operations, the Kitchen Manager brings a sense of warmth and generosity into the meal production and functionality of the Karmê Chöling kitchen.

Responsibilities include the smooth daily operation of our commercial sized kitchen; maintaining a flexible, adaptive and collaborative attitude while working with other kitchen staff and vendors; the ability to work independently as well as a team member.

The Kitchen Manager commits to:

- A regular and ongoing meditation practice
- Kindness to others
- Devotion to service
- Responsiveness to the changing dynamics of society

Overview of Functions

- Works in collaboration with the Head Cook, kitchen staff, Director of Operations and program staff to manifest Shambhala Vision in the kitchen with particular attention to communication issues, environment, and staff.
- Supervision and development of staff and volunteers
- Responsible for administrative duties and tasks as outlined below.

Key Tasks and Responsibilities

- Prepare and serve meals
- Oversee ordering / buying / inventory / and food budget with input from the Head Cook and Meal Cooks
- Lead Dining Tent Set up for summer season.
- Develop and use systems which support the overall operation of food service
- Order food which supports the goal of using local, sustainable and quality products and producers
- Oversee schedule, time sheets and time away requests for staff, making sure there is adequate coverage for all meals
- Responsible for training, support and oversight of kitchen staff and volunteers
- Works with Head Cook and Meal Cooks in menu development, tea snack and special events.
- Advises cooks on meal preparation

In addition the Kitchen Manager will:

- Initiate and maintain, health, sanitation, and safety procedures in collaboration with the Assistant Manager and Head cook
- Liaise with Garden Manager and his his/her designates regarding harvesting of the organic garden
- Oversee the Dish Room and Kitchen Storage areas.

- Attend Department Head meetings and other meetings as necessary and required.
- Assist with meal prep and cooking as necessary.
- Coordinate with program and KCL kitchen liaisons in working with special diets, program feedback, and special events. Communicates and problem solves with the cooks in working with special diets
- Directly coordinates kitchen activities during times of high volume.
- Report and problem solve with Directors of Operations and HR around personnel issues.
- Works with HR and Head of Facilities for recruitment of staff and volunteers.
- Other duties as they arise to support the overall health and upliftedness of the Kitchen staff/ volunteers, and environment

Knowledge, Skills and Abilities:

- Skill as a chef
- A kind and generous nature
- Ability to work well as part of a team
- Experience or ability to learn budgeting and scheduling
- Experience managing a staff or ability to learn (paid and/or volunteer staff).
- Good interpersonal and problem solving skills
- Ability to be flexible and adaptable
- Ability to prioritize and multi-task
- Familiarity with health and safety procedures within the food/service industry
- Ability to keep a “cool head” during times of high volume

Experience and Education:

- Minimum of two years of experience in a food service environment.
- Minimum one year of management experience and/or willingness to receive additional training.
- Minimum of one year commitment