



## Kitchen Manager

Position Reports To: Executive Chef

[www.cebde.org](http://www.cebde.org)

### POSITION SUMMARY

Together with the Executive Chef, the Kitchen Manager will be responsible for planning and preparing student-friendly, USDA compliant meals (breakfast, lunch and dinner) for students and food services for adults. The Kitchen Manager will be responsible for helping us achieve our goal of having at least 75% of our meals prepared from scratch as well as introduce new student-friendly items designed to diversify our students' palates. We are seeking a positive, team player with experience managing a team to consistently deliver high quality food in a time urgent environment. This is a full-time, exempt position with full benefits eligibility and parking.

### PERSONAL TRAITS AND STRENGTHS

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Reflect critically upon his/her individual performance; identify areas for further professional development.
- Access meaningful learning experiences.
- Listen thoughtfully to other's viewpoints and respond constructively to suggestions and criticisms.
- Fulfill all outlined and related functions professionally, timely and thoroughly.
- Perform other duties related to this position that may be assigned.
- Play a critical role in developing and managing relationships with key stakeholders.

### KEY SKILLS AND EXPERIENCE

- 1-2 yrs. management experience.
- Experience in a school or banquet setting preferred.
- Must have a working knowledge of the National School Lunch Program.
- Must be able to create, complete, and delegate production records to/for kitchen staff.
- Must be able to determine the proper amount of food to produce for the number of meals needed.
- Must understand food cost concepts. The ability to cost out a menu is a plus.
- Strong leadership and teamwork skills.

### KEY ROLES AND RESPONSIBILITIES

1. Direct the implementation of all School and Nutrition Program requirements as outlined by the USDA and federal and state regulations and policies, including meal pattern requirements.
2. Directs food preparation in collaboration with Executive Chef.
3. Supervise, train, coach and evaluate 10-15 kitchen staff.
4. Oversee day to day operations of the kitchen.
5. Under the direction of the Executive Chef, manage inventory, place orders for food, and manage other food service supplies.
6. Onboard new kitchen staff.
7. Ensure the timely and efficient production of high quality, nutritionally balanced meals.
8. Proactively identify and solve problems and resolve issues that arise in the kitchen.
9. Create and refine policies and procedures to support the efficient and successful operation of CEB's food services.
10. Manage all financial controls for CEB Food Services, including managing and maintaining food cost, maintaining accurate inventory, ensuring inventory rotation, and calculating and producing proper amounts of food based off meal counts.



11. Managing hourly employee schedules and shifts to minimize overtime.
12. Plan, analyze and create scratch cooked food recipes that are USDA compliant, student approved and visually appealing.
13. Maintain a robust quality assurance process that ensures the safe preparation and storage of foods and produces.
14. Collaborate with the CEB team, tenant schools, satellite sites and families to ensure students become educated and excited about eating nutritional and wholesome meals.
15. Maintain high standards of safety and sanitation in kitchen during production, and cleaning according to guidelines established by USDA, Delaware Department of Health, OSHA, and HACCP plans for self and all food service employees.

**This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.**

#### **EDUCATION AND QUALIFICATIONS**

- Serve-safe certification must be current and up to date.
- Must be able to pass a background check.
- Must have a current valid driver's license.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

#### **TO APPLY**

Please email a cover letter and resume to Aryn Barreiro at [abarreiro@cebde.org](mailto:abarreiro@cebde.org) with the subject line "Kitchen Manager."