

Position Profile –Denver Botanic Gardens Kitchen Manager

Qualifications

The ideal Kitchen Manager is mature, confidential, honest, self-managed, and follows directions given to them by the director and management team. They are approachable & collaborative, and their communication style is direct and candid. This person should be patient, have a positive personality and have a sense of humor. The right candidate is professional in their actions and appearance, is detailed and organized. This person has excellent communication skills, both written and verbal.

The Kitchen Manager should be a hands-on team player who is not afraid to get their hands dirty and does whatever is necessary. This person should value and participate in productive conversations when presented with opportunities to make company growth and improvement decisions. This person should have the Garden's team and the company as their first priority and should not be afraid to engage in productive conflict. This person should be able to voice their opinions on matters of company improvement and should respect the Catering by Design brand and reputation.

This person is a leader and mentor to their teammates and employees. This manager should value meeting and exceeding goals and getting the job done with a smile. This person holds the highest ethical standards and is trustworthy. This manager is flexible, perceptive and is a problem solver. This person is kind & diplomatic, friendly, and engaging with a focus on customer service, personnel management, and cost control.

Responsibilities

The duties & responsibilities of the DBG Kitchen Manager include, but are not limited to, the following:

- Assists in the maintenance of restaurant structures to provide consistent day-to-day operations and customer satisfaction.

Ensures systems, policy, and procedural compliance with company standards and methods. Maintains a constant focus on innovation and profitability.

- Oversees the performance of all duties associated with Offshoots Café and Hive Garden Bistro. Assists in the weekly scheduling of crew and management shifts for all positions. Handling employee conflicts as they arise with proper disciplinary and corrective action.
- Manages productions, labor control, food cost control and inventory levels. Monitors production quality, ensuring all finished prepared products meet or exceed company standards in appearance, taste, and presentation to the customer.
- Maintains building and equipment through proper operating, cleaning, and preventive maintenance procedures. Ensuring that all sanitation and safety policies are observed and enforced.
- Maintaining a cooperative and harmonious working relationship with management team.
- Creating standard operating procedures (How We Do It's/HWDI's) and coordinating staff training with key trainers. Assist in submitting daily orders, putting food order away, kitchen/ pantry organization, FIFO (first in first out)
- Assist in food production from beginning to end. Know how to work ALL stations proficiently, manages daily line operations.
- Delegating duties and tasks to staff
- Constantly maintaining mature professional relationships with our staff, Denver Botanic Gardens staff, garden members, and guests. Defusing staff conflicts and problems. Properly documenting all staff issues.
- Always maintaining a CLEAN and safe working environment
- Ensuring proper Food handling and safety regulations are being consistently practiced by ALL staff.
- Have a broad understanding of all food preparation techniques.

Specifications

Required:

- Valid Driver's License with reliable transportation
- Serve safe certified, or equivalent
- Physical mobility and stamina (must be able to lift 50 LBS and be on feet 10+ hours daily)
- Able to walk 5+ miles daily
- Minimum customer service and high-volume, fast paced food service experience of two years
- Minimum kitchen management experience of two years
- Minimum work week of 50 hours
- Basic understanding of Microsoft Office Programs
- Supervisory skills in a leadership role
- Excellent communication and person skills
- Fully flexible schedule

Preferred:

- Previous point of sale experience
- Staffing experience

Catering by Design for Everyone

Each day, either directly or indirectly, we help our clients celebrate life's milestones and we revel in the creativity and uniqueness of every event. Our passion and purpose: dedication to making people happy through creativity and collaboration, is the core of who we are. To be authentic, we're committed to embracing our team and fostering an environment of creativity and individuality.

At Catering by Design, we are dedicated to operating our business in a way that everyone feels welcome, accepted, safe, included, and worthy. Everyone – regardless of age, race, gender identity, sexual orientation, religion, and disability – is respected for their individualism and we cherish our differences. After all, our differences allow us to look at things with a diverse lens and by sharing our vision, we all grow together