

KITCHEN MANAGER

The Ivy Table is a non-profit pay-it-forward cafe in Brighton, MI. Our mission involves using food and hospitality to provide faith, hope, and love to those around us. Our cafe is a welcoming space where the entire community, regardless of story, circumstance, or financial means is invited to gather for fresh, healthy, and delicious food.

The Kitchen Manager will act as the head chef, oversee back of house operations for The Ivy Table, interacting with staff, volunteers, and vendors in a way that represents the values of The Ivy Table and maximizes overall customer satisfaction.

GENERAL RESPONSIBILITIES (Full time with benefits, 30-40 hrs/week)

1) Kitchen Management

- Work closely with The Ivy Table management team to optimize Cafe success in accomplishing The Ivy Table's mission (including but not limited to menu planning, catering, and special events, etc)
- Implement cost effective, healthy, delicious menus
- Oversee food inventory, ordering, and incoming deliveries
- Oversee meal production for café and catering orders
- Creatively uses food surplus to minimize food waste
- Suggest and implement new policies and protocols that will improve kitchen operations.
- Manage organization and cleanliness of kitchen, meeting with health dept inspectors
- Works with Cafe Manager and servers to assure delivery of food to guests promptly and accurately
- Track and work to minimize food costs

3) Staff Coordination

- Works with ED to hire and manage kitchen support staff
- Create and supervise work schedules of kitchen staff
- Train staff on best policies and sanitation/ safety regulations.
- Delegate tasks to ensure a proper and efficient functioning of the Cafe kitchen
- Hold staff accountable for their assigned responsibilities and create plans for improvement where necessary.
- Submit payroll on time for review to ED
- Weekly check-ins with hourly employees ensuring goals are being met.
- Yearly Performance reviews

4) Volunteer Coordination

- Works with the Community Manager to ensure all kitchen volunteer positions are filled.
- Train volunteers and observe, encourage, coach regularly

Qualifications Needed:

- Unwavering commitment to the mission of the The Ivy Table
- Food service experience and SafeServe Manager certified
- Proven ability to effectively manage a fast paced commercial kitchen
- Passion for healthy, delicious, and beautiful food
- Ability to lift 40 pounds and stand on feet throughout shift
- Strong organization skills
- Ability to teach and motivate others
- Demonstrated ability to collaborate with others and learn new skills
- Able to prioritize, make decisions quickly that are sound, and exercise good judgement
- Outgoing, positive personality
- Strong work ethic with a high degree of energy

**This is only a preliminary job description, which will likely evolve over time.*