



Job Title: Kitchen Supervisor/Chef De Cuisine
Supervisor: Cafe General Manager
Date: September 9, 2022

Department: Social Enterprises
FLSA Status: Non-Exempt, Full Time
Hourly Rate: \$26.00/hr
Bilingual differential \$.58 cents /hr

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org.

Job Overview

The Kitchen Supervisor/Chef De Cuisine (KSC) reports to the Cafe General Manager and is a part of the Social Enterprises Department. The KSC is responsible for all kitchen functions including food purchasing, preparation and maintenance of quality standards, sanitation and cleanliness, training of employees in methods of cooking, preparation, plate presentation, portion, cost control, and sanitation and cleanliness. All work is done with an understanding and practice of a restorative justice approach to the oversight of the organization.

Essential Duties & Responsibilities

- Monitor sanitation practices to ensure that employees follow standards and regulations.
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas.
- Check the quality of raw or cooked food products to ensure that standards are met.
- Check and maintain proper food holding and refrigeration temperature control points.
- Estimate amounts and costs of required supplies, such as food and ingredients.
- Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures.
- Instruct cooks or other workers in the preparation, cooking, garnishing, or presentation of food.
- Work with the General Manager to plan and price menu items, establish portion sizes, and prepare standard recipe cards for all new menu items.
- Supervise or coordinate activities of cooks or workers engaged in food preparation
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Assist the General Manager in scheduling personnel as needed for anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
- Inspect supplies, equipment, or work areas to ensure conformance to established standards.
- Order or requisition food, equipment, or other supplies needed to ensure efficient operation.
- Ensure that all products are ordered according to predetermined product specifications and received in correct unit count and condition.
- Ensure deliveries are performed in accordance with the restaurant's receiving policies and procedures.
- Determine production schedules and staff requirements necessary to ensure timely delivery of services.
- Check the quantity and quality of received products.
- Determine how food should be presented and create decorative food displays.

- Plan, direct, or supervise the food preparation or cooking activities of multiple catering events and/or farmers market booths.
- Coordinate planning, budgeting, or purchasing for all the food operations.
- Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs.
- Prepare and cook foods of all types, either on a regular basis or for special guests or functions.
- Meet with sales representatives to negotiate prices or order supplies.
- Assist the General Manager with making employment/termination decisions including recruiting, interviewing, hiring, evaluating, and disciplining personnel as appropriate.
- Oversee and ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.
- Oversee and ensure that restaurant policies regarding personnel are followed, and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules, and procedures.
- Assist the General Manager in providing orientation of company and cafe rules, policies and procedures to new employees.
- Oversee the continuous training of kitchen employees on kitchen equipment, utensils, cleanliness, sanitation practices, first-aid, CPR, proper lifting and carrying techniques, and handling hazardous materials.
- Collaborate with the General Manager to plan/develop recipes or menus, considering such factors as seasonal availability of ingredients or the likely number of guests.
- Demonstrate new cooking techniques or equipment to staff.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following preventative maintenance procedures.
- Meet with guests to discuss menus for special occasions, such as weddings, parties, or banquets.
- Assist the General Manager with all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Follow a daily task list to ensure daily assigned duties are performed and met.
- Attend all scheduled employee meetings and offer suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

Knowledge, Skills, Talents, & Abilities

- Knowledge of sanitation and safe food handling procedures.
- Must be able to engage in moderate physical activity requiring lifting and carrying of up to 50 pounds, bending, stooping, walking and standing.
- Must be able to follow written and oral instructions.
- Demonstrated ability to work with people of multicultural, low-income, and justice involved backgrounds.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of Restorative Partners.

Education and/or Experience

- High school diploma/GED
- Minimum 2 - 4 years previous chef/cook experience

Requirements

- Valid Driver's License and Insurance
- Must perform a background check
- Must agree to Mandatory Vaccination Policy
- Attend required agency trainings
- Must have an active Food Managers Certification
- For health and sanitation reasons, must have good grooming and personal cleanliness

Supervisory Responsibility

All personnel associated with prepping, cooking, and serving food during operating hours will report to you and you are responsible for reporting all incidents and/or concerns to the General Manager.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 50 pounds.

Work Environment

This position operates in a kitchen work environment and may include operating with and/or around: ice machines, blenders, stoves, ovens, food warmers, mixers, coffee grinders, dishwashers, food slicers, grills, microwaves, scales, kitchen or food thermometers, cash registers, Point-of-sales terminals, POS software and workstations, and credit card processing machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

Benefits

Vacation
Sick Time
11 Paid Holidays
Medical Insurance
Dental Insurance
Vision Insurance
Phone and Internet Stipend
Mileage Reimbursement
Retirement Plan (CalSavers)