

Kitchen Manager

Job Purpose

To produce all catering services at the required times, within the agreed specification and to the agreed performance, qualitative and financial targets. To take responsibility for the kitchen to prepare, cook and present food quickly and efficiently. To ensure the smooth running of the kitchen, at all times with the key aim of delivering food at the designated times.

All income from snack bar and lunches will be that of the manager, to cover the time spent buying preparing and serving the 7 home matches dates to be attached, the food for the meal will be covered by the club along with the operating costs of the kitchen on said occasions. This also applies to any themed event arranged and hosted by the club unless pre agreed that the profit to the manager is part of the "cost per plate" and the \$3 per plate return to the club instead. Upon approval of the Board any event brought into the club that is appropriate conforms to rules and regulations by the manager will be based on the \$3 per head basis.

Duties and Responsibilities

Manage the opening cleaning and closing of the kitchen (cleaning time should be part of the estimate of a given event costs.)

Prepare, cook and present food, quickly and efficiently, manage the quality and hygiene of the food cycle from preparation through to delivery. Keep the kitchen clean, hygienic and tidy, at all times. Meet with the health inspector and pass certification.

Keep up to date with themed club nights, other themed nights and catered rentals. Work with the Theme team where possible to match said theme to the food offered in the evening, Manager will finish their responsibility when the meal and kitchen is cleared, kitchen equipment cleaned and the garbage is collected. (Estimated 7.pm)

Work safely around kitchen equipment and monitor and monitor any maintenance issues

Maintain required qualification/ attending courses

Ensure that all written communication represents a professional image to customers, clients and staff

Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate

Plan and control holidays within the operation to 'self-cover' where practicable

Bookkeeping and finances

Manage all kitchen-related finances, to the agreed schedule, insurance in place for any catered non club events is carried by them.

Make use of volunteers to help with staffing when needed for club based events accessed through club, and coordinate the pot luck or donations of food for internal events,

When catering to rentals then it is the manager's responsibility to provide staff. The Club will take a \$3 per plate fee for use of the kitchen and equipment for said rental, this to be built into the contract with the renter. Club will invoice manager for head charge.

Maintain accurate food-ordering and stocking levels, including all kitchen materials and an inventory of all kitchen materials by weekly events.

Help to improve the sales and profitability of the kitchen and participate in opportunities for business growth.

Ensure that all costs and expenditure are within the budgeted levels agreed, reconciliations to Treasurer within 48 hours of event, or weekly for regular use.

Cleaning of the facility

If the manager is also cleaning the building, then once a week - suggest Fridays (4 hours) - general cleaning; washrooms, change rooms immediate bar will be the focus. For special times e.g. open and inspection, spring cleaning will be approved with an estimate of time required. The main floor of the hall is the responsibility of the theme team. After theme nights there will be a Sunday clean up with their assistance no more than 4 hours.

Requirements for manager

- Dishwasher
- Secure door access and signage
- Budget for club food days,
- Set up for first opening, budget
- Lock up cupboards
- Cooler access or other cooler introduction
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