



Job Description: Kitchen Manager

Location: City Barrel Brewery + Kitchen

At City Barrel Brewery + Kitchen, we are seeking a Kitchen Manager (“KM”) who embodies our passion for culinary excellence, is customer experience-oriented, and focused on providing approachable and value-oriented Pub Food/Beer Drinkin’ dishes created in our open kitchen.

This position requires a dynamic leader with a keen sense of what a brewery guest’s desired experience is, who thrives in a collaborative environment, and who is dedicated to elevating the culinary team experience and knowledge.

KM reports to the General Manager
Direct Reports to KM: 3 Cooks, 2 Dish
2 Full time Cooks
1 PT Cook
1 FT Dish
1 PT Dish

CITY BARREL MISSION STATEMENT

To successfully grow an innovative craft brewery and cultivate quality relationships.

CITY BARREL CORE VALUES

- Beer is fun! Foster the community to be friendly and welcoming
- Own it! Celebrate successes and recognize failures
- Be excellent to each other. Be respectful, be understanding and be kind
- Excellence is achievable. Do your best, next time, do it better
- Collaborate! We’re best when we work together.

Daily Operations Management:

- Assume responsibility for the day-to-day operations of the kitchen, ensuring efficiency and quality standards are consistently met.
- Cook or directly supervise the cooking of items that require skillful preparation.
- Ensure proper staff flow and SOPs are followed during service shifts.

- Ensure all equipment is clean and ready to use. Schedule vendors for preventative maintenance, repairs, or replacements according to budgets. Example - Hood cleaning,
- Work with Lead Cook to order products and maintain inventory, check with other departments for supplies from Kitchen Vendors, including Bar, FOH, & Brewery.
- Evaluate products received and check for quality, quantity and all items match order guide.
- Assist BOH Cook in resolving product related issues, disputes, and concerns accurately and professionally.
- Monitor plate presentations to ensure quality, consistency, and portion standards are met according to dish standards communicated on *Item Knowledge Sheets, Recipes, Margin Edge*.
- It is expected that the KM will work approximately 45 hours per week to complete their duties and be a presence in the restaurant/kitchen or at outside events.
 - The KM may be needed or required at times to work more than the 45 minimum depending on agreed upon special initiatives, low staffing cycles, during absences for staff time off/illness.

Participation in Managerial Meetings:

- Attend and actively contribute to Restaurant Manager meetings held every Wednesday at 1 pm.
- Learn about Large Party Events and coordinate with Events Manager
- Have an understanding of both BOH and FOH operations.
- Collaborate with the City Barrel team to communicate menu changes to all staff members.
- Attend weekly GM/Owner meetings on Thursday for 1 hour.

Financial Oversight:

- Establish, maintain, and monitor profitable, high-quality vendor relationships. Sit down with Food Reps on a semi-annual basis. Terminate ineffective or low-quality relationships.
- Work closely with Lead Cook or Sous Chef to oversee budgets, manage spending, and maintain accurate inventory records.
- Collaborate with the City Barrel accounting team to set budgets.
- Perform inventory on a monthly basis using Inventory Management System (MarginEdge). Inventory completed and entered within 7 days of Month End.
- On a quarterly basis: Conduct a comprehensive recipe audit in Margin Edge to ensure accurate integration. Collaborate with our accounting company, Insight Maven, team to map food items to profit centers.

- Oversee kitchen budgetary aspects, including cost control strategies and profitability analysis.
- Verify existing recipe costing, discuss and recommend pricing adjustments to GM/Accounting
- Maintain the current 29% Food Cost

Staff Management:

- Direct reports: This position has 3 cooks, 2 dishwashers as direct reports
- Mentor and develop kitchen staff at all levels.
- Schedule and manage a BOH staff with the efficiency needed to serve 100 to 300+ guests per day.
- Lead the recruitment, termination, and training of kitchen staff, fostering a culture of excellence and teamwork.
- Manage employee development, performance management, engagement, and retention tools and strategies.
- Recruit, hire, and retain talented and effective kitchen staff members.
- Review hours reported in Toast by staff to ensure accurate and complete time records.
- Work with Human Resources to develop and implement staff training programs.
- Review standard operating procedures for BOH operations, including:
 - Evaluate existing SOPs to identify areas for improvement in efficiency, safety, and quality.
 - Work alongside kitchen staff and management to develop SOPs that are practical, clear, and aligned with the brewery's standards.
 - Integrate the latest culinary standards and best practices into SOPs to ensure top-notch kitchen operations.
 - Continuously monitor and update SOPs to reflect changes in kitchen technology, menu updates, and staff feedback.
 - Oversee the training of kitchen staff on new or revised SOPs to ensure consistent application and compliance

Menu Development:

- Take ownership of menu planning and execution, collaborating with the leadership team.
- Provide consistent and perfected menu items kitchen, creating a lasting guest experience that relates to the brewery.
- Stay up-to-date on food trends and culinary techniques.

- Uphold a passion for using the freshest, high-quality ingredients in multiple cuisine disciplines.
- Develop and implement long-term culinary strategies.
- Create a week-long menu for Quarterly Pop-Ups focused on a culinary concept, genre, beer release, event or method.
- Special Weekend Offerings: Introduce a higher-end entree special for Fridays and Saturdays, with a focus on marketing and limited availability. Work with Leadership + Marketing to determine frequency and promotion.
- Event and Catering Menu: Enhance our event and catering offerings to attract a diverse range of customers, from corporate functions to intimate gatherings.

Front-Facing Role:

- Act as the public face of City Barrel Brewery + Kitchen, collaborating with ownership to develop menus for charitable events and ensuring the success of off-site events.
- Communicate with all employees, guests, supervisors, and vendors in a respectful, timely, and professional manner.
- Demonstrate exceptional communication skills to staff and management.
- Demonstrate a high level of motivation and resourcefulness under pressure.
- Uphold CBBK's safety and security requirements and procedures, in all aspects, in order to protect the company and its employees at all times
- Uphold standards that exceed regulatory industry standards for health code, quality, and cleanliness
- Follow business practices that are within the law and consistent with all policies and procedures set forth by CBBK
- Support the Marketing team to produce impactful, meaningful onsite events to increase the value of our brand
- Collaborate with marketing and events departments for brand cohesion
- Represent the brewery's culinary expertise in media, culinary events, and public appearances
- Lead culinary initiatives or programs to bring business to City Barrel

Direct Reports

- This position has 3 cooks, 2 dishwashers as direct reports

Compensation

- **Salary Request:** \$52,000 to \$56,000 - based on an expected of 45 minimum per week.
- **Performance Bonuses:**
 - Quarterly Performance Bonus: Share 25% of savings under 29% Food cost Standard. Tracked Monthly. Assessed/paid quarterly.
 - Quarterly Performance Bonus: Share 25% of savings under 30% Labor cost Standard - Tracked Monthly. Assessed/paid quarterly.
- **Paid Time Off**
 - City Barrel offers 80 hrs Paid Time Off (PTO) for vacation and sick leave as a benefit for eligible exempt employees to use when missing work. Available PTO time hours must be used and taken when requesting any time away from work. If an employee has no remaining PTO time, additional time will be considered unpaid time and will fall under the Leave of Absence Policy.

Your expertise and passion for culinary excellence will play a crucial role in achieving our goals and furthering City Barrel Brewery + Kitchen's reputation as a premier destination for craft beer and exceptional cuisine. We look forward to welcoming you to our team and working together to build positive communities through purposeful experiences.