



**Job Description:** Kitchen Manager (Opening + Operating)

**Location:** City Barrel Pizza + Patio (**CBPP**) 120 E Gregory Blvd, KCMO 64114

**Reports to:** General Manager

**Direct Reports to KM:** Lead Cooks; Line Cooks; Dough Prep Specialist

### **MISSION STATEMENT:**

Our mission at City Barrel Brewing is to successfully grow an innovative craft brewery brand and cultivate quality relationships. As Kitchen Manager, you will play a pivotal role in achieving this mission by leading our culinary team and creating exceptional dining + to-go experiences.

### **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

**Position Overview:** The **Operating Kitchen Manager (KM)** is a key leadership role at City Barrel Pizza + Patio (**CBPP**), responsible for overseeing all culinary operations, staff management, menu development, and ensuring exceptional food quality and service. This role involves Kitchen operations management, Financial oversight + budget review, Staff Management and Menu Development. The KM will follow a 30-60-90 day plan and collaborate on inventory, recipes, and sales with Toast POS and Xtra Chef.. Additionally, this position will have direct reports and will contribute to the growth and success of our food sales.

# **NORMAL OPERATIONAL RESPONSIBILITIES:**

## Daily Operations Management:

- Assume responsibility for the day-to-day operations of the kitchen, ensuring efficiency and quality standards are consistently met.
- Cook + 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, grease trap, coolers/refridgeration maintenance, schedule chemical/dish company maintenance
- Train Lead Cook to order products and maintain inventory, check with other departments for supplies from Kitchen Vendors
- Ensure products received are checked for quality, quantity and all items match order guide. Follow up with vendors with a phone call or text to receive credit on inferior or damaged products.
- Train Cooks to recognize/evaluate and communicate 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](#), + [MENU INFORMATION](#), *Google Drive*.
- It is expected that the **KM will work approximately an average of 45 hours per week** to complete their duties and be a presence in the restaurant/kitchen or at outside events.
  - Breakdown (approximate): 5-10 hours Admin / 35-40 hours Line Work
  - 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. See Comp below for PTO hour banking on weeks over 45 hours.

### Participation in Managerial Meetings:

- Attend and actively contribute to Restaurant Manager meetings held every Weds at 2 pm or as mutually agreed
- Learn about Large Party Events and coordinate with the Management Team
- Have an understanding of both BOH and FOH operations.
- Communicate menu changes to all staff members via Sling + other written communication

### 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 Google Sheets
  - 📁 Pizza Kitchen Inventory .
    - Inventory completed and entered within 10 days of Month End.
- Review Invoices on a weekly basis. Focus on monitoring prices for high-value items and commonly ordered items, such as proteins, chicken wings, cheese, napkins, chemicals.
- On a semi-annual (6 month) basis: Conduct a comprehensive recipe audit comparing prices to
  - 📁 PIZZA COSTING - 2024-6-13 Sandwich, Pizza, Recipes to ensure accurate pricing is maintaining projected margins. Highlighting material pricing changes.
    - Discuss and recommend pricing adjustments to Management Team/Accounting
- Budget and Inventory Management:
  - Work with Joe Giammanco to establish yearly operations budget
  - Establish metrics that are reasonable and achievable in year 1 of operations.



- Utilize the budgeting tracker based on previous sales projections to maintain financial stability and profitability goals.
- **Target Food Cost:**
  - **23% food cost**
  - **30% Labor BOH for Food sales**
  - **18% of Total Food+Bev for BOH.**
- A focused, dialed-in menu and ordering/low waste will allow for lower food costs.

### Staff Management:


- Direct Reports/Roles:
  - Lead Cook: 1-2
  - Cooks: 3-6 (seasonally varies)
  - Dishwasher: Seasonally needed
- Maintain a kitchen with a team according to financial goals. Work on scheduling to allow for two days off in a row, factoring in one closed day.
- Schedule and manage a BOH staff with the efficiency needed to serve 100 to 300+ guests per day.
  - This mean shifts are covered and gaps are proactively addressed
  - If business is low, trim labor as needed to save money
- Monitor + approve hours Clock-ins are reported on TOAST POS - approval tracked on 📅 Payroll Schedule - Template + Sign Offs
- 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.
- 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 company 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 + Standards:

- Take ownership of menu planning and execution, collaborating with the leadership team for final approval.
- Provide consistent and perfected products in a Pizza kitchen, creating a lasting guest experience that relates to brand.
- Uphold a passion for using the highest value ingredients (price+quality = value) to ensure guest satisfaction.
- Create SOPs for food to ensure quality, consistency and portion standards are met.
  - Provide written guidance on build + pictures to BOH + FOH team to set expectations for plate presentations to ensure quality, consistency and portion standards are met.
  - Example:  Basic Pizza Training Info Sheets – Specialty Pizzas.pdf
  - Example: Update our  BIG 9 ALLERGENS – PIZZA v 2025.02.12 Allergens poster
- Menu Management: Determine menu switch frequency to balance variety and consistency based on customer preferences and sales data.
- Menu Items/ingredients/proteins that are used at both locations need to be consistent across brands.
- Special Offerings: Introduce unique week—or month-long Pizza specials with a focus on marketing and limited availability. Work with Leadership and marketing to determine frequency and promotion.
- Work with Marketing + Events to develop and establish an Internal Event Menu + Party Packages Catering Menu for:
  - Catering: – Create a party package for 20. Salad, Pizzas, dessert.

- Salad
  - Sandwich
  - # of Pizzas
  - Dessert
- For over 50 – call
- Inventory, Recipe, and Sales Integration:
  - Coordinate with Insight Maven Accounting:
    - [Jessica@InsightMaven.com](mailto:Jessica@InsightMaven.com) for vendor credits and invoices
  - Ensure we have Item Knowledge Sheets or similar which include information for training servers to include
    - Picture of dish, Price, Ingredients, Allergens, Notes: Modifications, Ready to Run, Server Expectations.

 Item Knowledge Sheets.xlsx

## 7. Front-Facing Role:

- 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 CBPP'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 CBPP
- Support the Marketing team to produce impactful, meaningful onsite events to increase the value of our brand
- Support the Marketing team with food pictures and descriptions according to Brand Manager's Food Campaign guidelines

## Compensation

- Salary: Range of **\$50,000** to **\$55,000** – based on an expected 45 minimum per week. This is approximately working 2250 hrs per year (excluding 80 hrs for PTO)
- Kitchen Manager BONUS – Based on meeting Bonus Food goals. Tracked by KM on X Pizza Inventory.xlsx . Payout on a quarterly basis. Paid during the KM and Owner meeting.
  - Bonus is paid on 25% of savings (under budget targets) for Food Cost and Total.
  - If there is a missed goal in one category the missed amount of 25% of -25% share goal will be netted with total bonus.
  - **BONUS TARGETS**
    - **Food Cost - Kitchen Goal = 23%**
    - **Kitchen Labor = 30% of Food Sales**
    - **Total Sales - Kitchen Labor Goal (Pre-tax) = 18%**
- 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.
    - Weeks where hours are over 45 may be banked into PTO. A max of 80 hours may be accumulated in the PTO account.
    - Working shifts under 45, PTO hours will be used to hit the 45 hour per week expectation.

Your expertise and passion for culinary excellence will play a crucial role in achieving our goals and furthering City Barrel’s positive reputation. We look forward to welcoming you to our team and working together to build positive communities through purposeful experiences.

*By signing below, you acknowledge your understanding and acceptance of the terms and responsibilities outlined in this job description.*

**PROJECTED FULL TIME START DATE: XX/XX/XXX**

PRINTED NAME: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joe Giammanco - Restaurant Operations, CFO, HR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_