

Kitchen Manager

Application Deadline: 03/06/2019

Organization: Pacific Lutheran University

Location: Tacoma, WA

Salary: \$50,000 - \$55,000 per year, DOE + excellent benefits.

Website: employment.plu.edu/postings/5379

Contact Details:

Visit the Pacific Lutheran University job posting through the Human Resources department and apply on the website: <https://employment.plu.edu/postings/5379>

Organization Details

Pacific Lutheran University was founded in 1890 and is a private urban university making up the heart of the Parkland community nestled inside of Tacoma, WA. The university has an undergraduate enrollment of 2,709 living and dining on campus. The in-house operated Hospitality Services & Campus Restaurant department runs four restaurants and catering. PLU Campus Restaurants is committed to attracting and retaining culinary and hospitality professionals dedicated to providing world class food and service. PLU Campus Restaurants is making some exciting staffing changes and we are actively seeking professionals passionate about providing outstanding hospitality to our students, faculty and staff. Working at PLU comes with a great benefit package including full medical/dental, 401b, holidays and PTO, full access to the university facilities (library, pool, workout facility, plays, concerts and other great campus-hosted events) and a generous tuition remission package for employees and dependents.

Responsibilities

The Kitchen Manager provides leadership for the campus restaurant culinary team in the Commons. This position manages the production team, supervises safe operations, and models teamwork and excellent customer service. The Kitchen Manager directs food preparation, provides innovative dining opportunities, offers nutritious and appealing selections, and maintains high levels of quality and satisfaction for students, faculty, staff and guests. This position reports to the Executive Director.

- Plan and manage long-range and day-to-day activities of food preparation and service functions in such a manner that it ensures a sanitary, effective, efficient, and economical operation.
- Supervise full and part time staff, including scheduling and training.
- Maintain control over labor, food, supply, and other costs.

- Give direction and assistance to all staff in the preparation of all food and provision of service according to the high standards of the department and in accordance with the Pierce County Health Department regulations.
- Establish operating standards, implement quality improvements, and communicate to employees.
- Assist with daily operations; inspect, prep, test, and evaluate all food quality and appearance.
- Evaluate procedures and policies to ensure efficient and effective operations.
- Assist Purchasing Manager with ordering, requisition, and inventory of food items and supplies.
- Participate in development of evaluation goals, objectives, organizational plans, and special projects.
- Supervise procurement, production, and inventory controls; forecast food consumption using CBORD FMS and maintain accurate records for ordering.
- Supervise all BOH functions including safety/sanitation and quality control; be visible during events in both back and front of the house.
- Perform other duties as assigned.
- All Dining Service team members are considered essential university personnel. In the event of PLU declaring an emergency status essential personnel are expected to contact their supervisor to obtain their schedule assignment.

Work Schedule:

FT; Monday-Friday, 10:00am-7:00pm. May work other shifts as assigned. Some evenings and weekends required.

Required Qualifications

Knowledge, Skills & Abilities:

- Knowledge of and commitment to diversity, equity, and inclusion.
- Ability to apply fundamental supervisory and management principles.
- Ability to plan production and delivery logistics.
- Proficient use of computer programs, budget formulation, reporting, and payroll.
- Possess strong communication skills, professionalism, and customer service skills.
- Keen knowledge of trends, flavors, pricing and presentation.
- Ability to establish harmonious working relationships with peers, supervisors, other university personnel, students, and the public.
- Ability to work without supervision and be self-directed.

Required Qualifications:

1. 3 years of related experience.
2. High school diploma or GED.
3. Valid WA Food Handler's Permit or ability to obtain one before beginning employment.
4. Valid driver's license (Must have had a valid driver's license for at least 2 years).
5. Finalist applicants must satisfactorily complete pre-employment background check, physical exam, drug screen (including marijuana), and pass PLU's Driver's Certification Training, and provide an original copy of their Driving Record (5-year Employment Abstract).

Preferred Qualifications:

- Associate's degree in Culinary Arts and/or Bachelor's degree in a related field (Hospitality Management, Culinary Arts, Dietetics, Management, etc.).
- Experience using menu management software, such as CBORD Menu Management Software.
- ServSafe certification.

Physical Requirements:

- Ability to stand and walk for up to 4 hours without a break.
- Ability to bend and stoop to grasp objects, climb ladders, lift loads, up to 50 lbs. unassisted, push and pull carts weighing up to 100 lbs. unassisted.
- Ability to visually examine products for quality and signage/labeling for accuracy.

Work Conditions:

- Will be exposed to hot, dry, cold, wet and/or humid conditions.
- Will often work with and around standard kitchen/ dish room equipment that requires personal protective equipment.
- Summer schedules vary from late May through August. Scheduled hours may be reduced; employees are encouraged to utilize accrued vacation during this time period.

EEO Statement

Pacific Lutheran University Equal Employment Opportunity