



**THE RICE HOUSE**  
ASIAN FUSION CUISINE  
**JOB DESCRIPTION**

**Job Title:** Kitchen Manager

**Status:** Salary - Exempt

**Supervisor:** Restaurant Manager & Owner

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**JOB SUMMARY:**

A Kitchen Manager is responsible for the overall operations for the back of house and kitchen area of a restaurant. Kitchen managers purchase food and stock, and make sure everyone is trained on proper food preparation and kitchen safety techniques. In addition, kitchen managers ensure that the companies standards are upheld: the food looks good and is cooked properly, the proportions are correct, and it is cooked and served quickly. Kitchen managers also make sure that the kitchen is properly cleaned on a regular schedule, food is disposed of properly and the kitchen meets all sanitary standards.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

- Oversee all staffing responsibilities for front of the restaurant including hiring, firing, evaluating and disciplining.
- Ensure that all food products are consistently prepared and served in accordance the restaurant's recipes, portioning, cooking and serving standards.
- Responsible for ordering all food products to predetermined product specifications and received in correct unit, count, condition, and deliveries are received in accordance with the restaurant's receiving policies & procedures.
- Control food cost and usage by following standard recipes and waste control procedures including checking and maintaining proper food handling, holding, refrigeration, and temperature control points.
- Ensure all kitchen equipment is kept clean and in excellent condition through personal inspections and following preventative maintenance.
- Oversee training of all kitchen personnel in safe operation of all kitchen equipment and utensils.
- Responsible for training kitchen personnel in cleanliness and sanitation practices.
- Responsible for maintaining appropriate cleaning schedules for kitchen equipment (floors, mats, walls, hoods, etc.), food and storage areas.
- Assist with additional tasks and duties given by owner.