



## **L RTP Kitchen Manager**

### **\$20/hr + tips**

#### **Duties + Responsibilities of Kitchen Manager:**

- **Management**
  - Working and planning alongside L RTP Store Manager to ensure consistent vision and messaging.
  - Managing suitable work schedules for kitchen staff members that ebb and flow with demand.
  - Training staff to produce high-quality bakery items while following proper food handling procedures.
  - Utilizing cost calculator to track and maintain recipe costs and adjust prices to reflect adequate profit margins.
  - Setting and tracking kitchen sales goals throughout the year.
  - Establishing SOPs for new employees.
  - Standardizing and organizing recipes and procedures with easy-to-follow visuals.
  - Managing relationships with food vendors.
  - Assisting with customer orders, catering, special events, and wholesale opportunities.
  - Educating FOH staff on new menu items, allergen restrictions, and other necessary info that may be relevant to the customer experience.
  - Maintaining a fun and functional work environment.
- **Daily Production + Inventory**
  - Managing daily kitchen prep and production.
  - Ensuring that the bakery is adequately stocked with quality baking ingredients, supplies, packaging, and labels.
  - Tracking weekly inventory and maintaining updated shopping lists (Schencks, Webstaurant, Amazon, Kerr's, WGM, CJ Morgan Farms, etc).

- Ensuring that kitchen space, baking tools, utensils, and equipment are properly cleaned, sanitized, and in working order.
- Strategically arranging bakery items in display cases to encourage customer purchases.
- Enforcing excellent food safety practices.
- Inspecting bakery items to ensure that established standards on quality, uniformity, and aesthetic appeal are met.
- Planning necessary production based on LY's sales data, upcoming holidays, community events, etc.
- Maintaining, adjusting, and creating new menu items to keep up with customer demand.
- Managing and limiting product waste.

PLEASE EMAIL RESUMES TO [info@lostrivertradingpost.com](mailto:info@lostrivertradingpost.com).