



(907) 586-4146

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www.silverbowinn.com

inn • bakery • restaurant • catering • cinema

POSITION:

Kitchen Manager

PURPOSE OF POSITION:

Under direction from owner and from general manager, oversee all operations in kitchen including, but not limited to: deli staff and food, baked goods, dishwashing staff, catering, and all special orders.

DUTIES/RESPONSIBILITIES:

Responsible for consistency and high quality of all deli food products as well as deli customer service.

Responsible for all kitchen staff, including hiring, training, and scheduling.

Responsible for organization and cleanliness of all areas and aspects of kitchen. Responsible for organization, cleanliness, and receiving of all food storage areas; this includes proper rotation of all ingredients to prevent food waste.

Responsible for controlling weekly, quarterly, and annual inventory.

May be required to perform tasks outside of job description when needed. This includes but is not limited to helping any kitchen staff in any capacity when able, working on unscheduled days, working long days, or not having consecutive days off.

KNOWLEDGE AND REQUIREMENTS:

General knowledge of commercial kitchen operations required.

Must be able to function under limited supervision.

Must have Alaska food workers card; must take DEC mandated class to be a person-in-charge. Must have valid Techniques of Alcohol Management (TAM) card.

Must have valid drivers license.

Able to communicate verbally, and understand and follow written and verbal instructions.

WORKING CONDITIONS:

Bakery kitchen at Silverbow, 120 2nd Street

ASSIGNMENT/APPROVAL OF WORK:

Receives direction and approval from owner and general manager.

RESPONSIBILITY/ACCOUNTABILITY:

Directly impacts the day-to-day operation of the Silverbow Bakery, Inn, and Catering.