

# Kitchen Manager #11736

APPLY

Huntington WV

**AREA OF INTEREST**

Food and Beverage

## **Job Title**

Kitchen Manager/Head Cook

## **Employment Type**

Full-time

## **Job Description**

### **Summary**

This position requires advanced knowledge in all cooking techniques with experience in catering cooking and concession cooking. Will be expected to work alongside and direct culinary staff of two or more in a full-service kitchen and concession stands.

### **Essential Duties and Responsibilities**

Include the following. Other duties and responsibilities may be assigned.

- Responsible to produce menu items, maintaining adequate par levels and making sure kitchen staff has the food product and supplies need for each event.
- Ordering, receiving, and preparing food items Maintaining food costs and budget goals
- Prepare weekly employee schedules within established labor guidelines.
- Works directly with the kitchen staff to have all components of the meal ready at the appropriate times.
- Must be creative and consistent in food presentations.
- Responsible for supervising staff in all aspects of kitchen production and kitchen sanitation.
- Responsible for maintaining a clean and safe kitchen during their entire shift.
- Responsible for communication between the A.M. and P.M. shifts especially when dealing with items that require long cooking times and planning for upcoming events. This will be done with the support of the Food and Beverage Director.
- Responsible for making sure that all recipe questions be directed to the Director of Food and Beverage.
- Follow and make sure all staff members on their shift follow all West Virginia Department of Health laws and that all H.A.C.C.P. regulations for cooling and storage are being followed throughout the entire kitchen.
- Records production and waste on a regular and consistent basis
- Must have knowledge of food preparation, sanitation standards and perform inventory and control systems.

- Excellent verbal communication skills to interact effectively with guests, managers and coworkers.
- Make sure daily, weekly, and monthly cleaning lists are completed
- Maintains high standards for work areas and appearance  
Attend weekly and monthly departmental meetings as required.

### **Supervisory Responsibilities**

Responsible for supervising staff in all aspects of catering/concession production and kitchen sanitation. Carries out supervisory responsibilities in accordance with ASM/Savor... policies and applicable laws.

### **Qualifications**

To perform this job successfully, an individual must be able to perform essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Education and/or Experience**

- At least (3) years leadership experience in a catering/concession facility preparing meals for a large volume of guests preferred
- Minimum of one (2) year direct experience cooking food required

### **Certificates, Licenses, Registration**

- Serve Safe Certification permit within 30 days

### **Knowledge, Skills & Abilities**

- Basic supervisory skills.
- Oral and written communication skills.
- Strong customer service skills and ability to work with other staff members throughout the facility.
- Excellent organizational, planning, communication, time management and interpersonal skills.
- Ability to undertake and complete multiple tasks
- Must be able to work nights, weekends, and holidays.

### **Physical requirements**

- Constant standing, frequent walking
- Frequent stooping and bending

- Frequent lifting/pushing/pulling objects up to 10-20 lbs.; occasionally lifting/pushing/pulling objects up to 20-40 lbs.; rarely lifting/pushing/pulling objects up to 80-90 lbs. (with assistance)
- Must be able to lift 30 lbs.' to the waist.
- Manual dexterity required to work with items such as food, utensils, etc.

### **Working Environment**

- Fast paced and quick turnaround cooking. Works mostly in kitchen assigned to them.
- Moderate to extreme exposure to noise during events
- May be exposed to vibrations caused by extreme noise during events
- May be exposed to strobe lights / lasers during events
- May be exposed to extreme heat or cold environments
- Exposure to commercial culinary equipment including knives, slicers, etc.

### **COVID-19 DISCLAIMER**

This position within ASM is in a high traffic environment. This assignment is in an environment which is at high risk for Covid-19 transmission and is subject to change as Covid-19 prevention standards evolve.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

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### **No Phone Calls**

All applicants must apply online to be considered.

Apply at: [asmglobal career opportunities](#).

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