



9366 E. Raintree Dr. Suite 101, Scottsdale, AZ 85260

Ready to change the world? At SFE, we are fueling students to take on their school day one meal at a time, and we need YOU to help bring those healthy, great tasting meals to their plates every day. With a schedule that follows the school calendar and offers flexible hours, a position in the school cafeteria may be the right fit for you. Competitive wages, nights, weekends and summers off and a great work environment are just a few reasons why our associates join the team. We are looking for individuals who love great food, working with children and being a part of team.

**Southwest Foodservice Excellence** is looking for experienced **Food Service Kitchen Managers** to join our team.

**The schedule is Monday - Friday. No nights, no weekends, no holidays, work within regular school hours.**

Kitchen Managers are directly responsible for all kitchen functions including food ordering, preparation, and maintenance of quality standards; sanitation and cleanliness; training of employees in methods of cooking, preparation, portion and cost control, sanitation, and cleanliness.

#### **Qualifications:**

- High School or Equivalent
- At least 1-year experience as a Kitchen Manager
- Minimum of 2 years of experience in varied kitchen positions including food preparation, serving and customer service
- Hands-on experience with planning menus and ordering ingredients
- Familiarity with kitchen sanitation and safety regulations
- Ability to manage a team in a fast-paced work environment
- Excellent organizational and time management skills
- Conflict management abilities with customers, staff, and vendors
- Must be able to communicate clearly and professionally with other Managers, Directors, Administrators, students, and parents
- Must have basic knowledge and understanding of Microsoft Word, Excel and Outlook

#### **Responsibilities:**

- Manage all kitchen staff and work assignments and labor allocation
- Manage inventory levels and usage on a weekly basis
- Supervise food preparation procedures and cooking and presentation and food temperature
- Establish appropriate portion sizes for type of meals being served and ensure staff adherence
- Schedule kitchen staff shifts and adjust to meet business needs
- Order food supplies and kitchen equipment as needed
- Train kitchen staff on preparation procedures and food plating and presentation techniques



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- Keep and review weekly and monthly food and labor cost reports and review with manager
- Maintain sanitation and safety standards in the kitchen
- Ensure that all food and products are consistently prepared and served according to SFE recipes, production records, cooking and serving standards
- Provide orientation of kitchen rules, policies and procedures and oversee training of new kitchen employees
- Fill in where needed to ensure customer service standards and efficient operations
- Prepare and submit all required paperwork, including forms, reports and schedules in an organized and timely manner
- Ensure that all equipment is kept clean and in excellent working condition through personal inspection. Report equipment that needs repair as per SFE and district policies and procedures
- Control food cost and usage by following production records, product storage procedures, standard recipes, and waste control procedures
- Oversee and ensure that SFE policies on employee performance appraisals are followed and completed on a timely basis
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment, and food storage areas
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with SFE and the district policies and procedures

We are an Equal Opportunity Employer (Gender/Minority/Veterans/Disabled) and participate with the federal E-Verify Employment Eligibility Program