



KITCHEN MANAGER

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Temple Beth El is a Reform Jewish Synagogue located within Shalom Park on Providence Road in South Charlotte. Food is an integral part of Jewish ritual, life, and culture, and Temple's congregants are accustomed to having a nosh available prior to and during many events.

Purpose of Kitchen Manager

The Kitchen Manager ensures the kitchens are maintained, costs are managed, food is properly cooked and served, and our congregants/visitors have a pleasant food service experience.

Ideal Candidate:

The Kitchen Manager successfully brings together two sets of skills: kitchen management and food preparation. The ideal candidate is someone who thrives in a catering-like environment where work requires a combination of:

- planning for and preparing regular ongoing food service needs
- planning and preparing food for private functions and events
- creating, implementing, and improving kitchen protocol and procedures
- flexible work schedule including weekends and nights

Examples of regular food service needs include:

- buffet-style appetizers/finger food and/or dessert trays for Friday evenings (approximately 150-200 people)
- coffee and dessert service for various weekly meetings (15 – 25 people)
- bagels and assorted breakfast foods for Sunday morning events (50+ people)
- brunches for select Sunday mornings (50 + people)
- lunches for bi-weekly senior adult learning sessions (100 + people)
- Challah and Juice for weekly worship

Examples of private and special events:

- Lunch and dinner events for milestone birthdays, Funerals, and B'nei Mitzvah celebrations
- Upscale cocktail hours or dinners for development purposes (i.e. Sustainer and Legacy events)
- Affinity groups/Committee events (i.e. Grade-level dinners, Brotherhood Brunches)
- Large-group (informal and formal) holiday meals requiring food prepared in alignment with cultural norms

Qualifications include:

- Minimum 2 years experience as a Kitchen Manager, Lead Chef, or Catering Manager
- Catering experience preferred
- Hands-on experience with planning menus and ordering ingredients
- Familiarity with kitchen sanitation and safety regulations
- SafeServ® Certified (or willingness to gain certification)

- Friendly Disposition with ability to remain calm under pressure
- Excellent communication skills
- Ability to prioritize work and plan for event needs
- Certification/degree from accredited culinary school or Restaurant management
- Knowledge of and/or willingness to learn common recipes for Jewish Holidays
- Flexibility to work evenings and weekends

Responsibilities:

The Kitchen Manager will ensure the kitchens are safe, clean and efficiently maintained and will ensure that food preparation and storage meets the highest safety and quality standards.

1. Prepare and serve food for select Temple Events
2. Hire, schedule and manage contract kitchen staff depending on weekly calendar of events
3. Purchase and coordinate food, stock and related items
4. Maintain inventory levels and conduct full weekly inventory
5. Make sure all kitchen staff are trained on and in compliance with proper food preparation, kitchen safety, and cleanliness standards
6. Check food plating and temperature and service
7. Create and price menu items in collaboration with the Hospitality/Operations Manager
8. Maintain sanitation and safety standards in the kitchen area
9. Work with Hospitality/Operations Manager to create and maintain processes and protocol for working with approved caterers for events
10. Keep weekly and monthly cost reports
11. Maintain secure, Kosher-style kitchens (following specific rules of not mixing milk and meat products, and not using shell fish or pork in any dishes)
12. Respond personally to guest questions and complaints
13. Additional duties as necessary

Reporting Relationships

The Kitchen Manager reports directly to the Hospitality/Operations Manager and may supervise the work of contract kitchen staff and coordinate work with approved caterers. The Kitchen Manager will also work closely with the Controller to maintain proper documentation for inventory and cost management.

Compensation:

This is a part time position 20 -25 hours per week (with the potential of eventually moving to full time) Competitive hourly rate.

Application:

This position is open until filled. Submit letter of interest, resume, and contact information for three professional references to:

Art Gallagher,
Interim Executive Director
Temple Beth El

5101 Providence Road

Email: agallagher@templebethel.org

No Phone Calls