City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>The Monument Assistant Culinary Manager</th>
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<tr>
<td>Job Code:</td>
<td>ACUL</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU16</td>
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<td>Date Revised:</td>
<td>2/17/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary**: This position is responsible for leading all culinary personnel and maintaining a professional and organized kitchen. Ensuring excellent food quality and preparation will be a priority of the Assistant Culinary Manager.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Hires, schedules, retains and recruits culinary employees to include, Commissary Supervisors, Cooks and Culinary Assistants within Concessions and the Kitchen.
- Trains, coaches and manages culinary personnel and supervises/coordinates all related culinary activities.
- Works with the Culinary Manager, Food Service Manager & Director of Food Service on upcoming events.
- Oversees special catering events and may also offer culinary instruction and/or demonstrates culinary techniques.
- Assists in selecting and developing recipes as well as standardize production recipes to ensure consistent quality.
- Estimates food consumption and requisition or purchase food.
- Directs others; assigns tasks and ensures tasks completed correctly. Supervises beginning and ending shift procedures.
- Required to demonstrate safe food practices including preparation, handling, and storage. Ensures all food cooked to a high standard including temperature, quantity, and presentation. Maintain a clean and safe work environment at all times.

**Qualifications:**

**Education and/or Experience:**

Associate’s degree or equivalent from two-year college or technical school and two years related supervisory experience working in a high volume, manufacturing, food production, and restaurant or catering environment preferred or a combination of experience and education. Requires advanced knowledge of the principles and practices within the food profession. This includes experiential knowledge required for management of people and/or problems. Requires oral, reading and written communication skills.

**Certificates, Licenses, Registrations:**

Being ServSafe Certified is preferred.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally indoors and the noise level is moderate to loud. Will occasionally work with large crowds and will be exposed to cleaning chemicals, knives, ovens and other kitchen machinery, as well as heat and humidity.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; talk or hear and taste and smell. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision and depth perception.