

City of Rapid City

Job Description

Job Title	Culinary Manager		
Job Code:	CULM	Job Family:	
Pay Grade:	NU18	Date Revised:	2/11/2022
FLSA Status:	Exempt		

General Summary: The Culinary Manager is responsible for managing and leading the Assistant Culinary Manager and maintaining a professional and organized culinary operation. Ensuring excellent food quality and preparation will be a priority of the Culinary Manager. This position focuses on food management, which involves both culinary and corporate tasks. This includes outstanding problem-solving abilities and the ability to quickly adjust to changing situations. The Culinary Manager will work closely with the Director of Food Service on budget and cost control practices.

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.

- Trains and manages Assistant Culinary Manager to supervise/coordinate all related culinary activities including hiring and scheduling staff.
- Works with the Food Service Manager & Director on upcoming events.
- Develops recipes, plans menus, assists with monitoring food quality, managing food costs, minimizing food waste, sourcing vendors, managing customer expectations, and ordering supplies and equipment.
- Establishes presentation technique and quality standards, and plan and price menus.
- Oversees special catering events and may also offer culinary instruction and/or demonstrates culinary techniques.
- Estimates food consumption and requisition or purchase food. Monitor food and labor costs on a daily basis.
- Develops employee retention and recruitment programs.
- Assists in long-range planning and capital improvement projects.
- Serves in rotation with other senior staff members as manager on duty for major events.
- Upholds facility guidelines and standards of operation
- Demonstrates safe food practices including preparation, handling, and storage.
- Ensures all food is cooked to a high standard including temperature, quantity, and presentation. Maintain a clean and safe work environment at all times. This includes proper equipment operation/maintenance and ensures proper safety and sanitation in kitchen.

Qualifications:

Education and/or Experience:

Associate’s degree or equivalent from two-year college or technical school and two years related supervisory experience in retail food, catering, beverage handling, and managing food and beverage staff; or five years

related supervisory experience in retail food, catering, beverage handling, and managing food and beverage staff. *Experience as a Culinary Manager, Kitchen Manager, Chef, or Sous Chef is preferred.*

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Must obtain a Serve Safe Certification within 120 days from date of hire.

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.

Other Skills and Abilities

Ability to maintain high levels of customer service and resolve customer service complaints. Must have organizational and time management skills. Ability to work at a fast pace, be flexible and have an open mind. Working knowledge of alcoholic beverage rules and regulations is necessary.