



## JOB INFORMATION

Job Code:	143020
Job Title:	Kitchen Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Hospitality
Job Family Group:	Auxiliary Services 1
Management Level:	5 Manager

## JOB SUMMARY

Oversees all aspects of kitchen operations. Manages and develops staff, maintaining health department standards. Develops systems to improve operational efficiency, facilitate volume growth, improve general facilities maintenance and cleanliness. Controls costs to stay within budget.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	X	Related undergraduate study	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	4 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in a leadership role within a high-volume, full service kitchen environment.
X		Strong track record of success in previous assignments demonstrating upward career mobility.
X		Demonstrated knowledge of pertinent local, federal and state health and safety laws and regulations.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees all aspects of kitchen operations. Conducts daily line checks, food reviews and recipes of the day. Maintains currency with, understands and ensures unit compliance with all university policies and procedures, inventory procedures and with all applicable local, state and federal health and safety guidelines.				
Plans, organizes, directs, coordinates, schedules, and delegates responsibility to the staff, ensuring the goals and objectives of the kitchen are met on a daily basis by the staff. Maintains current kitchen schedules, staffing templates, staff trainings, ordering and production targets.				
Develops systems to improve operational efficiency, facilitate volume growth, improve general facilities maintenance and cleanliness. Ensures adherence to all systems, procedures and policies. Creates, maintains and implements all unit Standard Operating Procedures in coordination with Hospitality Management.				
Maintains costs for food, beverage and labor within established budgetary guidelines and ensure unit generates revenue.				
Plans and develops menus in coordination with Executive Chef and Senior Manager of Operations.				
Directly or indirectly supervises department employees and/or student workers, usually through one or more supervisors. Performs recruitment, screening, hiring, orientation and training of department staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines or terminates employees. Resolves problems referred by subordinate supervisors or staff. Oversees processing of time cards and delivery to payroll.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

Signature

Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.