



Position Title:	Department:
Head Chef / Kitchen Manager	Operational Manager
Reports to: General Manager and Executive Chef	
Job Summary	
<p>The Head Chef is responsible for all kitchen functions, including but not limited to managing all kitchen staff and overseeing food purchasing, receiving, and preparation. The Head Chef will assist the Executive Chef with menu development and assist the General Manager with day to day running of the kitchen including the hiring and training of employees to ensure quality food production while maintaining high standards in safety, sanitation and cleanliness.</p>	
Essential Functions	
<ul style="list-style-type: none"> • Supervise and coordinate all related culinary activities, ensuring that all food is consistently prepared and served according to the RHC's recipes, portioning, cooking and serving standards. • Responsible for ordering food products according to predetermined product specifications and received in correct unit count and condition. • Control food cost and usage by properly estimating food consumption and requisition for food purchases. • Establish presentation techniques and manage execution. • Train, coach, and supervise kitchen staff to ensure staff stays on task and upholds all safety and sanitation standards. • Ensure operability, maintenance, and proper usage of kitchen equipment. • Arrange kitchen purchases and repairs. • Assist the GM with recruiting, interviewing, and hiring of quality kitchen staff. • Provide orientation of company and department rules, policies and procedures and oversee training of new kitchen employees. • Complete quarterly staff performance reviews and take disciplinary action when needed, ensuring prompt, fair and consistent corrective action for any violations. • Perform administrative duties such as ordering, inventory, writing schedules, and using computer programs needed to complete tasks. • Comply with nutrition and sanitation regulations and safety standards. • Monitor staffing and cut labor as necessary, working to meet labor cost objectives. • Monitor food waste and ensure food cost is correct. • Collaborate with FOH (front of house) in professional manner. • Communicate with guests in regard to special requests and/or food allergies to ensure food accuracy for guest safety. • Address guest inquiries upon request and resolve guest concerns in a respectful and effective manner. • Ensure scheduling is completed. • Perform other duties as assigned. 	
Experience and Education:	
<ul style="list-style-type: none"> • A minimum of 5 years of experience in varied kitchen positions and/or 1-2+ years of kitchen experience at Roadhouse Cinemas • Servsafe Certification (all locations). • Ability to work on a brigade-style line. • Basic computer knowledge working with Microsoft Word and Excel, as well as ability to navigate computer program. • Strong leadership, organizational and decision-making skills. • Effective communication skills. 	



Physical Requirements
<ul style="list-style-type: none">• Frequently bend, stoop, kneel, crouch, or crawl,• Stand, walk, climb stairs, balance• Use hands to grip, handle, feel, reach.• Use cleaning compounds and cleaning products.• Exposure to hot and/or cold temperatures.• Lift 50 pounds at waist or shoulder level. Over 50 pounds requires usage of lift-assists.• Work in a standing position for long periods of time.• Requires normal color vision.

Employee Signature: _____ Date: _____