**Barefoot Bay Recreation District**

**Employment Opportunity**

**Job Posting**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Position:  Kitchen Supervisor**

**Full Time** **position- Exempt**

Pay Range: $19.50 - $25.00 per hour commensurate with experience.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Purpose:**

Supervises cooks at Barefoot Bay Recreation District food establishments in food preparation. Prepares menu items, specials, and assists as necessary in preparing other dishes. Responsible for scheduling, ordering, menu planning, monitoring food cost of sales and hiring staff. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essential duties include but are not limited to:**

* Responsible for overall operation of the kitchens
* Maintain work schedule for cook positions to ensure proper coverage for all shifts & events.
* Recruitment, selection, evaluation, and termination of cooks
* Coaches, counsels, and disciplines kitchen staff
* Maintains a high level of fairness, professionalism and effective communication when interacting with co-workers.
* Responsible for communicating with other lead staff issues related to providing excellent service and operational issues to ensure timely intervention and correction of performance.
* Prepare and maintain a list of daily tasks and ensure tasks are distributed fairly.
* Supervise kitchen staff and, when on site, is authorized to correct performance of all employees
* Train cooks to work different stations.
* Determine equipment and ingredients necessary for operations.
* Menu planning and overall quality of menu items.
* Order food and soft beverages
* Monitor food cost of sales and spend responsibly.
* Perform daily and monthly inventory.
* Assures clean and safe work environment.
* Regularly inspects facilities for food code compliance.
* Maintain and update recipe book.
* Maintain and update training manual.
* Coordinates operations related to food service with bartenders on duty and key personnel.
* Provides timely input to other lead staff at facilities regarding quality of service and operational issues.
* Other duties as assigned.

**Desired minimum qualifications:**

# Education and Experience

* Must be competent in all aspects of restaurant operations.
* Must have an excellent ability to supervise, train and coach subordinates.
* Must routinely coordinate activities and schedules with other key personnel in the Department.
* Must enjoy working with the public and maintain a high level of professionalism, tact and diplomacy when dealing with staff, customers, vendors, trustees, and management.
* Safe staff certified.
* Must be well groomed and have good hygiene habits.
* Must be able to work evenings, weekends, and holidays.
* Able to lift 50 lbs. of product.
* Must be a team player and work well with co-workers.
* Must be organized and follow the directions of the manager.
* Must have a Culinary Arts degree or equivalent work experience.
* Must have a minimum of 3 years supervising kitchen staff.
* Must have a command of the English language (reading, writing, and speaking).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Selections guidelines:** Formal application, rating of education and experience; oral interview and reference check. The following pre-employment, job related tests will be required:

* Background check
* Drug testing
* Lift Test

**To Apply:** Employment applications are available on www.bbrd.org or at the Administration Building (625 Barefoot Blvd). Forward the completed application to ksullivan@bbrd.org or fax to (772) 664-7552 or deliver to 625 Barefoot Blvd.

**Barefoot Bay Recreation District is a Drug-Free Workplace and an Equal Opportunity Employer**

Posting Date: January 22, 2024

Closing Date: until filled.