Common Market Kitchen Manager Job Description

The Common Market is a spin on the general store of the past - part deli, part provisions and plenty of beer and wine to make everyone happy! Our top priority is customer service. We aim to promote an open community gathering space that uniquely adjusts to the neighborhoods it serves.

The Kitchen Manager is responsible for the oversight of all kitchen operations. An ideal Kitchen Manager will "own" their deli. The following list is a baseline expectation for the job of a Kitchen Manager. The Kitchen Manager should take an active, measured approach in growing their location. The bonus incentives built into the salary put full earning potential into the Kitchen Manager's hands.

The Kitchen Manager will oversee staff, budgets, and operations of the deli. Kitchen Manager responsibilities include supporting the General Manager to drive sales and formulate overall strategy, managing people and implementing store policies. To be successful in this role, the Kitchen Manager should be a thoughtful leader and a confident decision-maker, helping develop the staff and encourage them to be productive, while ensuring profits are on the rise. Ultimately, the Kitchen Manager helps Common Market grow and thrive.

The Kitchen Manager role is a daytime focused position. The majority of job duties and responsibilities can be accomplished within a traditional working schedule. This unique role allows the Kitchen Manager to enjoy a work-life balance unlike many others in the hospitality industry.

About The South End Location

We're looking for a Kitchen Manager ready to step into a well-run kitchen with an experienced, dependable team already in place. The day-to-day operations are solid — now we're looking for someone who can think bigger. This role calls for a leader with a growth mindset who's eager to collaborate with ownership and the General Manager to identify new opportunities, develop strategies, and capture the potential of a rapidly growing neighborhood. If you're motivated by the chance to build on strong foundations and help drive the next phase of growth, we'd love to hear from you.

Responsibilities

- Oversee day-to-day kitchen operations
- Manage scheduling of kitchen staff
- Order ingredients, materials, and supplies based on business trends
- Maintain budgets to hit predetermined margins and set goals for growth
- Ensure employees work productively and develop professionally
- Ensure highest standards of food quality are maintained at all times
- Maintain and support a professional work environment at all times
- Coordinate the training of new employees
- Evaluate and improve operations while maintaining a targeted labor cost
- Ensure staff follows all regulations; maintain a sanitation score of 95 or better
- Support General Manager to optimize overall operations of store

Skills

- Strong base of culinary knowledge
- Exceptional customer service
- Knowledge of business processes and functions
- Excellent communication skills
- Outstanding organizational and leadership skills
- Conflict resolution and problem-solving aptitude
- · Attention to detail

Experience and Education

- At least 2-3 years of kitchen management experience required
- Business experience preferred
- · High school diploma or equivalent preferred
- Experience in planning and budgeting preferred

Physical Requirements

- Must be able to lift and carry a minimum of 30lbs
- Must be able to traverse and access all parts of the store
- Prolonged periods of standing, preparing and cooking food as well as sitting at a desk and working on a computer
- Must be able to work in a kitchen environment that may involve exposure to extreme heat or cold

Benefits

- Paid Time Off
- Employee Discount
- Paid Training
- Health, Dental, Vision, and Life Insurance
- · Daytime Focused Position