



<b>PRISM ECONOMIC DEVELOPMENT CORPORATION</b>	
Job Description	
<b>Job Title:</b> Kitchen Manager, SPFIK	<b>Job Code:</b>
<b>Effective Date:</b> 9/1/17	<b>Date of Last Revision:</b> 6/06/17
<b>Department Name:</b>	<b>Department Number:</b>
<b>Reports to: (Title)</b> Executive Director - PRISM	<b>No. of Direct Reports:</b> 1
<b>Titles of Direct Reports:</b> Coordinator, Park Cafe	
<b>FLSA Status:</b> (Check one) X <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<b>Reviewed by:</b> Date:
<p><b>Position Summary:</b> (in one or two sentences, describe primary purpose of the job): Reporting to the PRISM EDC Executive Director, the Kitchen Manager is responsible for the operations and day-to-day management of the Sherman Park Foods Innovation Kitchen and oversight of Park Café.</p>	
<p><b>Principal Accountabilities and Essential Functions of the Job</b> (List in order of importance percent of time, describe what must be accomplished, not how it must be done)</p>	
<u>Major Areas of Responsibility/Essential Function</u>	<u>% of Time</u>
<p>Oversees training and coaching process for incubator clients to include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Developing and/or identifying training curriculum for incubator coaches and clients</li> <li>• Recruitment, hiring and/or identifying prospective incubator coaches and clients</li> <li>• Evaluates, monitors and coaches clients for improved performance</li> <li>• Assures that kitchen personnel and incubator clients are properly trained in safe operation of kitchen equipment and in cleanliness and sanitation practices</li> </ul>	
<ul style="list-style-type: none"> <li>• Manages SPFIK staff and Park Cafe Coordinator including recruitment, hire, performance management, compensation and discharge processes.</li> </ul>	
<ul style="list-style-type: none"> <li>• Manages and schedules use of SPFIK commercial kitchen</li> </ul>	
<ul style="list-style-type: none"> <li>• Prepares and manages kitchen budget and provides monthly reports as required</li> </ul>	
<ul style="list-style-type: none"> <li>• Assures adequate food, beverage and equipment inventory to meet incubator client needs</li> <li>• Develops and manages product storage and waste control procedures</li> </ul>	



<ul style="list-style-type: none"> <li>Ensures SPFIK commercial kitchen and Park Cafe is operated in compliance with applicable state, federal and local codes and laws</li> </ul>		
<ul style="list-style-type: none"> <li>Ensures that all food and products are consistently prepared and served to SPFIK standards</li> </ul>		
<ul style="list-style-type: none"> <li>Ensures that all equipment is kept clean and in working condition through personal inspection and a regular program of preventative maintenance</li> <li>Maintains a regular cleaning schedule for kitchen floors, mats, walls, hoods, other equipment and food storage areas</li> </ul>		
<ul style="list-style-type: none"> <li>Checks and maintains proper food holding and refrigeration temperature control points</li> </ul>		
<ul style="list-style-type: none"> <li>Works closely and coordinates with Park Café Coordinator in planning and preparing for catering events and preparation of daily meals for sale in café</li> </ul>		
<ul style="list-style-type: none"> <li>Prepares all required paperwork including forms, reports and schedules in an organized and timely manner</li> </ul>		
<ul style="list-style-type: none"> <li>Manages and coordinates health department and other required kitchen and cafe inspections</li> </ul>		
<ul style="list-style-type: none"> <li>Performs other duties as assigned to fulfill PRISM AND SPFIK mission, goals and objectives</li> </ul>		
<b>Education and Experience:</b> (Check the minimum requirements for education and experience for this position.) Required education (Check one box) Preferred Education: (Check Additional boxes with Preferred in explanation field)		
<input type="checkbox"/>	High School or equivalent (GED)	<input type="checkbox"/> 0-2 years
<input checked="" type="checkbox"/>	High School plus specialized training (min. 6 months – 2 years) in Food Service	<input checked="" type="checkbox"/> X 3-4 years experience managing a commercial or restaurant kitchen. Experience in varied kitchen positions preferred.
<input checked="" type="checkbox"/>	Associate degree: Food Service Management/culinary arts preferred	<input type="checkbox"/> 5-7 years
<input type="checkbox"/>	Bachelor's Degree:	<input type="checkbox"/> 8-10 years
<input type="checkbox"/>	Master's Degree	<input type="checkbox"/> 10-15 years
<input type="checkbox"/>	PhD:	<input type="checkbox"/> 15 years+
<input type="checkbox"/>	Other	
<b>Certification/Licensure Required for Job</b> (List any licenses or certifications for the job) <ul style="list-style-type: none"> <li>Safe food handling (Safe/Serve)</li> </ul>		<b>Knowledge, Skills &amp; Abilities required:</b> (i.e. supervision, computers, etc.) <ul style="list-style-type: none"> <li>Knowledge of food service/restaurant/catering management process, procedures and policies</li> <li>Excellent verbal and written communications skills</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to work effectively with diverse clients and coaches</li> <li>• Ability to train food service/kitchen personnel</li> <li>• Strong organizational skills</li> <li>• Ability to prioritize and manage multiple assignments and projects</li> <li>• Ability to work effectively with a variety of teams</li> <li>• Ability to prepare and manage schedules</li> <li>• Excellent customer service skills</li> <li>• Strong attention to detail</li> <li>• Ability to problem solve and resolve issues</li> <li>• Ability to work a flexible schedule to meet incubator client needs</li> <li>• Strong supervisory skills</li> <li>• Ability to coach and provide feedback to incubator clients</li> <li>• Ability to develop, manage and monitor budgets</li> <li>• Proficient use of computer to include ability to utilize Microsoft Office Suite</li> </ul>
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<b>Equipment Operated:</b> <b>All kitchen equipment</b> <b>Office equipment to include computers, fax, copier</b>	
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<b>Physical Activity: (Check all that apply)</b>					
Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	
Reach overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>	
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	
Walk/Move/About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	

**Work Conditions:** (Describe the environment and fill in appropriate information (i.e. noise, temperature, chemicals or hazardous materials/waste present)  
 Kitchen Environment – may be warm or cold (refrigerators)  
 May be exposed to cleaning solutions and chemicals needed to maintain sanitation in kitchen  
 Food product waste  
 Noise level could be medium to high based upon number of students, coaches present at any one time in the kitchen

**Note:** The most significant duties have been included in this description. Other duties may be assigned as necessary. PRISM reserves the right to modify this job description as needed to accurately reflect the duties assigned.



<b>For Human Resources Use Only</b>	
Reviewed by:	Date:
Approved by:	Date: