



Job Title: Amenity Kitchen Supervisor
Job Code: 330
Department: Downhill Ski Area and Beach Club Marina
Reports To: Winter Food and Beverage Manager and Marina Manager
Class Code: 9184
FLSA Status: Non-Exempt; Full Benefits
Prepared Date: 3/29/2007, updated 5/11/11, 9/28/15, 11/2017

SUMMARY

Under the direction of the Food & Beverage Manager in the winter season and the Marina Manager in the summer season, the Kitchen Supervisor is directly responsible for the production and presentation of all food served at the downhill ski area cafeteria and assists the Winter Food & Beverage manager with staff relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent service to customers, employees and business partners.
- Oversee and is responsible for the kitchen operations including food preparation, inventory control and kitchen personnel. In the absence of the Winter Food and Beverage Manager, the Kitchen Supervisor is responsible for operations.
- Trains, instructs, assigns, motivates and works with scheduled staff, in compliance with Tahoe Donner Association Policies and Procedures, as defined by the TDA Employee and the Winter Food and Beverage Manager, as well as applicable local, state and federal labor law, safety, and related regulations and requirements.
- Coach fellow employees on personal hygiene requirements and mandatory food handling procedures; Ensure restaurant is in compliance with rules and procedures of environmental health department.
- Recognize and support a positive work environment.
- Troubleshoot employee and customer concerns. Communicate problem and solutions with Food and Beverage Manager.
- Coordinates cleaning schedule of kitchen, including equipment, walk-ins, and dishes.
- Administer and ensures compliance with Employee Meal Procedure; prevents abuse of this privilege by employees.
- Show complete understanding of operating and safety procedures for the restaurant.
- May have to shovel snow.
- Keep facility clean and free of hazards, debris, and trash. This aspect of the job often includes other custodial duties. Maintain a clean and orderly work station, at all times, including peak periods.
- Cook foodstuffs in quantities according to menu and number of persons to be served.
- Clean and maintain all kitchen appliances and surfaces.
- Entry level line-cook position (pantry, deep fryer stations).
- Maintain the quality and consistency of the food standards, at all times, including peak periods.
- Must be able to execute precise knife skills keeping food prepared by dice or julienne the same size for even cooking.
- Must be able to work proficiently in all stations (broiler, pantry and fryer). Must be able to work these stations during peak periods while maintaining the quality of set standard and consistency of the food.
- Must be able to cook to the correct temperatures all griddle top menu items and must know the temperatures on hamburgers (R MR M MW W).
- Must know temperatures and be able to produce a properly cooked product, at all times, especially during very busy peak periods.
- Must be familiar with prep area and be able to step in on prep work during non-peak periods. Must be able to read and follow recipes
- Must be able to lead the line on a regular basis.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate of Arts (A. A.) from a college or university in Hotel, Restaurant, Resort Management, Business or related field and two to four years related experience and/or training in the food and beverage industry including cooking, bartending and cash handling experience; or equivalent combination of education and experience. Must be familiar with alcoholic beverage control laws.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.
California safe serve certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Work well under pressure with the ability to handle aggressive behavior.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.