

Job Description

Position: Kitchen Manager
Reporting To: General Manager, or Hotel Manager
Locations: Rankin Inlet and Baker Lake NU

Position Summary:

This position is responsible for managing and operating the restaurant and kitchen in a professional and profitable manner.

Duties and Responsibilities:

- Train, provide direction, and evaluate staff for the restaurant/kitchen. Advise the GM/Hotel Manager of areas necessitating discipline;
- Schedule staff ensuring that adequate staffing levels are maintained. Advise the GM/Hotel Manager of staffing levels;
- Approve payroll, staff timesheets and submit them to the GM/Hotel Manager for processing;
- Coordinate maintenance and repairs to the restaurant per the GM/Hotel Manager' guidelines;
- Order hotel and restaurant supplies and maintain adequate inventory levels;
- Ensure restaurant/kitchen rules and regulations are followed by staff and guests;
- Ensure that the restaurant/kitchen, and any other business activities related to the hotel, operate in a professional manner and that all regulations and legislated standards are adhered to;
- Ensure an adequate inventory level is maintained and coordinate ordering as required;
- Ensure that meals are offered and prepared for hotel guests and the public;
- To maintain housekeeping in the restaurant and kitchen to ensure they are kept clean and professional;
- To prepare the monthly menu and cost out all meal items to ensure proper margin is being maintained;
- Other duties and responsibilities as assigned by the Hotel Manager and/or General Manager.

Qualifications:

- 5 – 7 years experience in the food industry and/or
- Formal education and experience including a Cook Level 1 or Journeyman certificate; red seal certified;
- Ability to train and motivate staff;
- Ability to work in a cross-cultural environment.