

Common Market Durham - 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 will work alongside the General Manager to spearhead the launch of the Common Market brand into the Durham area. This will include organizing the opening operations of the store and building relationships with vendors. The Kitchen Manager will have the unique opportunity to hire and build their entire team.

The Kitchen Manager is responsible for the oversight of all kitchen operations. An ideal Kitchen Manager is a self-starter who 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. Majority of the 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.

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
- Oversee training of new employees
- Evaluate and improve operations while maintaining a targeted labor cost
- Ensure staff follows health and safety regulations; maintaining a sanitation score of 95 or better
- Support General Manager to optimize overall operations of store and find solutions to issues

Skills

- Strong base of culinary knowledge
- Exceptional customer service
- Knowledge of business processes and functions
- Self-motivated
- 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 Insurance
- Daytime Focused Position

Salary

- \$50k + incentivized bonus