

# Hopi Tribe Economic Development Corporation



## POSITION ANNOUNCEMENT

### Kitchen Manager

#### Hopi Cultural Center

Second Mesa, AZ

*Reports to the Hopi Cultural Center General Manager*

The Kitchen Manager is responsible for the overall operation of the restaurant. Key responsibility areas include quality control of food preparation, adherence to restaurant standards, maintaining cleanliness and sanitation of kitchen and food prep areas, effective cost controls and development, training and retention of key employees. The incumbent is responsible to work actively to ensure the restaurant meets financial, operating and customer service goals.

#### **Primary Responsibilities:**

1. Ensure that the kitchen operates efficiently and effectively within the Hopi Cultural Centers budgetary and operational guidelines.
2. Ensure adherence to tribal and federal laws and regulations.
3. Ensure all safety procedures are followed to ensure health and safety of employees and guests.
4. Ensure monthly safety meetings are conducted and recommendations are acted upon as appropriate.
5. Support and implement the corporate vision, mission and values.
6. Ensure that all menu items are presented and prepared to the highest quality, consistently.
7. Maintain a working knowledge of all recipes, products and production procedures.
8. Ensure a safe and secure work for employees.
9. Ensure established standards of food safety and sanitation are maintained.
10. Responsible for weekly, quarterly and annual inventory. Oversee correct receipt, storage and handling of food products to ensure quality and freshness at all times.
11. Carry out supervisory responsibilities in accordance with all applicable laws and regulations.
12. Demonstrate high ethical standards at all times.
13. Administer counseling and discipline to employees as necessary, and conduct meaningful performance reviews when necessary.
14. Staff kitchen with quality employees who are committed to high standards of performance.
15. Utilize established methods for interviewing and hiring quality employees.
16. Orient all new hires utilizing Hopi Cultural Center support materials.
17. Provide training and recognition to employees at all levels.
18. Work within established guidelines and policies for training and development of associates.
19. Select and develop management internal promote candidates.
20. Responsible for working with General Manager on generating restaurant annual budget. Maximize profit opportunities by developing realistic budgets.
21. Responsible to maintain labor efficiency ratios to ensure guest service and cost effectiveness.
22. Ensure all reports, documentation, and other information required by support office departments are submitted in a timely and accurate manner.
23. Coordinate miscellaneous projects as needed, or as directed by the General Manager or Corporate office.

**Minimum Qualifications :**

1. Associate's degree or equivalent; course work in culinary school or other institution preferred.
2. Three plus (3+) years prior professional experience in professional kitchen desired.
3. Valid driver's license.
4. Ability to get a Hopi Tribe Food Handler's card.
5. Knowledge of Labor Laws, Health Codes, Safe Food Handling and Sanitation, Safety procedures, computer operations.
6. Good people management skills
7. Excellent communication (verbal and written)
8. Flexible and adaptable to change.
9. Demonstrated time management and organizational skills.
10. Must be internally motivated and detail oriented and have a passion for teaching others.
11. Must be able to work a flexible schedule including days, nights, weekends and holidays, including not having consecutive days off.

The Hopi Cultural Center upholds a Drug and Alcohol Free workplace and performs pre-employment and random drug screens.

**Job open until filled.**

**EEO. Preference given to qualified applicants who are members of federally recognized Native American tribes, additional consideration given to Hopi Tribal Members.**

For further inquiries please contact Human Resources at [jbird@htedc.net](mailto:jbird@htedc.net) or (928) 522-8675.