



JOB DESCRIPTION

TITLE:	Kitchen Supervisor
DEPARTMENT:	Food and Beverage
REPORTS TO:	Manager of F&B/General Manager
LOCATION:	Revel Surf Mesa, AZ
SALARY/RANGE:	Annual/\$40,000 to \$52,000 + Benefits

SUMMARY:

The Kitchen Supervisor is responsible for the daily operation, in a high paced kitchen environment, including professional leadership. Ensures all recipes are followed with correct food preparation and presentation utilizing safe food practices that meet the Revel Surf standard and local health code. A commitment to quality while maintaining a safe, orderly and sanitized kitchen demonstrates this by example, using proper food-handling techniques. They are also expected to provide excellent service for guests with a friendly smile while always following our guest service standards. Supervisors must have comprehensive knowledge of all events and amenities at Revel Surf.

ESSENTIAL FUNCTIONS BUT NOT LIMITED TO:

- Assists and supports the Kitchen Manager as needed.
- Train and evaluate kitchen staff
- Assists with the planning of menus and meals
- Oversees the preparation and service of food
- Assists the Kitchen Manager with the enforcement of health and safety standards in the kitchen including FIFO and safe food practices.
- Professionally resolves any problems that may arise in the kitchen
- Possess a passion and enjoy working with food
- Can work well under pressure, problem solving and communicating to staff and management.
- Superior oral and written communication skills
- Prepares daily production list
- Prepare hot and cold food items including dressing, sauces, entrees, etc. as directed
- Measure and mix ingredients required for preparation of specific food items
- Maintain communication with other associates to assemble food items that will be utilized for menu orders
- Ensures that all stations remain stocked before and during the meal period
- Verifies that kitchen staff follows all recipes and portion servings correctly

- Keeps kitchen, dish, and storage areas clean and organized
- Places food and supply orders as directed
- Receives product verifying invoice and freshness of merchandise
- Trains Team Members to company standards
- Actively participates as a member of the management team
- Manages staffing levels throughout shift cutting when needed.
- Performs additional responsibilities, although not detailed, as requested the Manager of F&B at any time
- Providing service that is friendly, helpful and fast and the Food and Beverage products are fresh, appetizing and properly prepared.
- Attends all scheduled employee meetings and supply management with suggestions for improvement.
- Affluent knowledge of all events and amenities of Revel Surf
- Actively supervises, motivates and disciplines employees
- Assists with hiring and training of all new team members
- Ability to work in a high-energy and demanding environment
- Organization and leadership skills
- Assist Kitchen Manager with all inventories, including beverage.
- Works well under pressure, can effectively solve problems
- Must speak fluent English

EDUCATION AND/OR EXPERIENCE

- Strong written and verbal communications skills along with working knowledge of Microsoft office are required for the position.
- Minimum of 3 to 5 year experience in full-service dining, country club, hotel, and banquets
- Basic math skills
- Awareness of local, state and federal health and sanitation laws
- Understanding of proper use and maintenance of major kitchen equipment, including stoves, refrigeration, slicer, knives and dish machine
- TIPS certified and food handler's card

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by a Team Member 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 position, the Team Member will regularly be required to:

- Work days, nights, holidays, weekends are required.
- Work in an area where there is varying noise, lighting, in a fast paced environment with changes in air quality including second hand smoke.
- Read and write handwritten notes.
- Lift and carry up to 50 pounds up to 100 feet.
- Move about facility and stand for long periods of time.
- Walk or stand 100% of shift.
- Reach, bend and stoop frequently.
- Ascend and descend stairs and sloped surfaces

WORK ENVIROMENT

- ***Interior Work Areas***- moderate to hot temperatures in the kitchen areas. Flooring is tile in the kitchen and carpeted or tile in the restaurant. Rubber mats cover the floor behind the bar. Possibly encountering wet or slippery floor surfaces.
- ***Exterior Work Areas***- may have extreme temperatures depending on weather conditions