



# Example of Kitchen Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of kitchen supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for kitchen supervisor

- Effectively communicate through e-mail, submit work orders, warehouse orders, track item counts through CMIA and track various items in excel/word documents
- Oversee daily execution of all assigned kitchens food production and service execution
- Adhere to established budgetary guidelines for labor control
- Execute all special projects as given by executive and/or sous chef
- Maintain food cost at budgetary guidelines
- Provide supervision and leadership of all kitchen staff
- Maintains walk in organization
- Leads and trains buffet production
- Substitutes items, when applicable, to avoid 86ing items
- Must have skill to teach associates to manage their time in order to complete assigned jobs in a timely manner

## Qualifications for kitchen supervisor

- Must have previous kitchen experience
- Must have previous kitchen supervisory experience
- Two to Three year's experience in a lead culinary position preferred
- Must be able to read, write, speak, understand and clearly communicate in English with respect to business related tasks
- Able to work well and lead inside of a team orientated environment

