



**REDCO**

**REDDING RANCHERIA ECONOMIC  
DEVELOPMENT CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Kitchen Supervisor
<b>ENTITY:</b>	Hilton Garden Inn
<b>REPORTS TO:</b>	General Manager
<b>GRADE:</b>	Range 5
<b>FLSA STATUS:</b>	Non-exempt
<b>SUPERVISES:</b>	Line Cooks, Dishwashers
<b>JOB SUMMARY:</b>	This team member trains, supervises, and works with all line cooks and culinary staff to prepare, cook, and present food according to Hotel standard recipes in order to create quality food products under the general guidance and supervision of the General Manager, and within the limits of established policies and procedures

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Manages product pars and rotation of product. Discards any items that are out of date and writes the product down on the waste sheet
2. Supports the training of staff
3. Communicates to General Manager regarding the areas of improvement needed to correct action
4. Monitors productivity to ensure labor meets the budget for the month. Suggests areas to adjust staffing levels to meet daily operations
5. Enforces compliance of organization's policies. If any policies are not being followed, discuss with team member and notify the General Manager
6. Monitors consistency and quality of product being prepared. Assigns specific duties to team members for efficient operation of kitchen. Visually inspects, elects, and uses only the freshest of ingredients and other food products of the highest standard in the preparation of all menu items
7. Reads and employs math skills for following recipes. Processes requisitions for supplies. Selects, trains, and supervises kitchen staff in the proper preparation of menu items
8. Ensures proper receiving, storage (including temperature setting), and rotation of food products so as to comply with health department regulations
9. Adheres to control procedures for cost and quality
10. Supervises daily cleaning of walk-in and reach-in boxes for safety reasons

11. Reports any equipment in need of repair to the General Manager for service
12. Carries out supervisory responsibilities include interviewing, hiring and training team members, planning, assigning and directing work, appraising performance, rewarding and disciplining team members, addressing complaints and resolving problems.
13. Other duties as assigned by the General Manager

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### **EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

- Bachelor's degree (B.A.) or equivalent from a four-year college or technical/ culinary school; or two years related experience and/or training; or equivalent combination of education and experience.

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### **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The ability to read, analyze, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations
- The ability writes reports, business correspondence, and procedure manuals
- The ability to effectively present information and respond to questions from groups of managers, clients, guests, and the general public
- The ability to work mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions
- The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

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### **PHYSICAL REQUIREMENTS**

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The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The ability to climb stairs and ladders, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, push, pull, or sit for an extended period of time, up to eight (8) hours or more, is required
- The team member frequently is required to taste or smell
- The team member must frequently lift and/or move 30 pounds. Must be able to push/pull up to 250 pounds

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

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### **WORKING CONDITIONS**

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The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the work environment is usually moderate

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- RREDCO is a drug-free workplace; applicants must be able to pass a pre-employment drug and alcohol screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with RREDCO is considered “at-will”
- Must be able to comply with the RREDCO Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- RREDCO reserves the right to add, delete or modify without notice

Revised 7/11/18 la