



TITLE OF JOB: Director of Culinary and Kitchen Operations

LOCATION: Los Angeles/Orange County

POSTED: January 2022

SUMMARY: The Director of Culinary and Kitchen Operations is responsible for all facets of Kitchen Operations in a multi-unit full-service restaurant concept, ghost kitchens, and catering department including staffing, menu planning and pricing, quality control, sanitation, assisting with purchasing and ordering, vendor monitoring, food production, inventory, and budgeting.

RESPONSIBILITIES:

- Leads the ongoing delivery of consistently high-quality food offerings, to increase overall guest and team member satisfaction through the development of menus and concepts, product standards and quality assurance processes.
- Develops and maintains recipes and support materials, such as recipe cards, descriptions, pictures and training materials.
- Transforms and maintains menu cycles in line with regional and industry trends and preferences.
- Works professionally and regularly with executives and other department members that may include, but is not limited to: Director of Operations, Executive Director of Supply Chain and Purchasing, Director of Marketing, Director of Training and Hospitality, Restaurant Manager, Catering Manager.
- Recommends strategies to drive culinary innovation and improve culinary skills throughout the organization.
- Inspects, selects and uses only the freshest fruits, vegetables, meats, fish and other food products in order to maintain the highest standard in the preparation of all menu items.
- Maintains quality of food products and ensures consistency in food delivery and standards.
- Ensures proper monitoring of storage (including temperature setting) and rotation of food products to comply with Health Department regulations.
- Works closely with the operations team to develop effective kitchen management systems
- Lead, coordinate, and execute kitchen operations for all new store opening projects and ongoing program development.
- Directs ordering amounts, inventory levels, timing of orders, receiving, invoice settling, and equipment maintenance.
- Reviews consumption and spending trends and adjusts menus as necessary in order to meet all relevant goals. Determines root cause for cost variances/overages and provides appropriate guidance to operations.
- Regularly and frequently review menu items to ensure sales goals are achieved; review menu pricing to ensure desired food/cost and profitability; propose revisions based on sales and financial data
- Minimizing and controlling costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation
- Making periodic and regular inspections of the kitchen to observe the quality of food preparation, production, storage, food appearance, and cleanliness and sanitation of production and service areas, equipment and team member appearance
- Creating a positive team atmosphere among team members that encourages accountability and achieves the highest standards of food, beverage, service and hospitality
- Managing and engaging all team members; promoting cooperative effort, a team spirit, and good morale among team members; treating team members fairly and with respect; ability to lead with commitment and passion
- Ensures that a quality sanitation program is followed throughout the Kitchen operation.



- Maintain a safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and workplace safety procedures including food handling, storage, and temperature; performing daily safety inspections and complying with IIPP; complying with legal regulations
- Adhere to and enforce all applicable local, state and federal laws, rules, and regulations
- Performing other duties as assigned

REQUIREMENTS:

- At least five-ten years of experience in a similar kitchen operations management and culinary development role with a multi-unit restaurant group.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation skills, and conflict resolution skills.
- Ability to work cross-functionally and collaboratively with a variety of stakeholders.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills with the ability to diagnose inadequacies and inefficiencies and implement solutions
- Strong supervisory and leadership skills including, but not limited to, delegation of duties, evaluating performance, appraising, and taking disciplinary action when necessary
- Ability to read, prepare, and analyze financial data, figures, and transcriptions prepared on and generated by a computer
- Ability to use all equipment and tools associated with managing a restaurant, including but not limited to: point of sale system, HRIS, draft beer system, etc.
- Knowledge of and ability to comply and enforce all health, safety, and personal hygiene policies, standards, and laws
- Comfortable interacting and presenting to senior management.
- Comfortable working in a fast-paced, multi-unit, restaurant organization.
- Significant experience developing menu items and concepts.
- Experience and ability to develop and implement food and kitchen systems.
- Knowledge of the national supply chain to allow success of product implementation.
- Knowledge of full-service restaurant operations

SALARY & BENEFITS:

Competitive base salary, bonus, and benefits

FOR POSITION REQUIREMENTS AND SPECIFICATIONS PLEASE CONTACT:

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