



**Passionate about craft through community.**



**Job Title:** Kitchen Manager

**Reports to:** General Manager

**About Beards Brewery:**

Beards Brewery is located in the scenic gaslight district of downtown Petoskey, where we operate our small 1bbl (31 gallon) pilot brew house and have a tap room/restaurant open to the public. We additionally have a 15bbl (465 gallon) production brew house in Charlevoix where we keg and can our beers to meet our growing demand at our pub location as well as distribution to bars and restaurants within Michigan.

**Job Description:**

Here at Beards we are passionate about craft and make as much of our product from scratch as we can. Our kitchen manager will oversee all employees and happenings in the kitchen. The right candidate must be passionate about cooking and the production of high quality products. We are a high volume and fast paced brewpub, therefore it's crucial that the kitchen manager is prepared and excited about working in a fast paced environment.

The kitchen manager is responsible for everything that happens in the kitchen. The ideal candidate must be detail oriented and have an organizational skill set. This person drives the direction of the kitchen and would be accountable for hiring and building the kitchen team. The position has ample room for creativity and system building. If you love spreadsheets, SOPs, interpersonal management AND love food, then this is a position for you.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Adhere to the Beards Employee handbook
- Remain up to date on all things Beards
- Report to work on time, every time
- Maintain a clean working environment
- Communicate effectively with all team members
- Cultivate a team oriented environment
- Anything and everything that happens in the kitchen is your domain
- Create and upkeep standards in the kitchen
- Follow and enforce the health code
- Create and execute training program for kitchen staff
- Be part of all kitchen interviews and the hiring process
- Write and post the weekly schedule in proper time
- Ensure all equipment and stations are regularly maintained and cleaned
- Ordering and inventory of all food and supplies

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- Ability to manage lunch and dinner services
- Work with pub management team on flow of food from kitchen to table
- Keep open communication with GM on any issues
- Attend weekly manager meetings
- Maintain clear and effective communication with management team

### KNOWLEDGE / SKILLS / REQUIREMENTS:

- Must have previous kitchen management experience
- Ability to be on your feet 8+ hours a day and lift up to 50 lbs
- Ability to design and execute a menu
- Incorporate Beards brew in the menu
- Willing to put in the necessary hours
- ServSafe Manager certified - or willingness to become certified
- Ability to maintain industry standard food and labor costs.
- Ability to complete work on deadlines
- Ability to create and maintain organized work areas and workflows.

We are a rapidly growing brewery looking for dedicated people who care about community and craft. We strive to provide approachable craft experiences born from quality beer throughout everything we do. If that sounds like you, and you align with the skills and duties above, please download an application at [www.beardsbrewery.com](http://www.beardsbrewery.com) on the contact page, and submit via email with a resume to [info@beardsbrewery.com](mailto:info@beardsbrewery.com)