



Job Title: Assistant Kitchen Manager

Effective Date:

Classification: Exempt	Department: Production
Pay Type: Salaried	Reports to: Kitchen Manager
Position Type: Full-Time	Schedule: TBD.

Job Summary:

The Assistant Kitchen Manager supports the Kitchen Manager in supervising all aspects of the Prepared Foods Department at our Portland kitchen. They are dedicated to maintaining a productive, satisfying, and respectful workspace for all kitchen employees while co-leading their team in Rosemont's standards of quality and efficiency. The Assistant Kitchen Manager also participates in ongoing inventory management and cost analysis efforts to improve margins and strategize departmental success.

Duties and Responsibilities:

- Contributing to the development of creative seasonal recipes and menus that reflect Rosemont's commitment to local and sustainable food systems.
- Studying food trends to introduce modern recipes and innovative techniques to Rosemont's prepared foods menu.
- Contributing to the development of efficient culinary techniques for high-volume kitchen production and workflow, as well as the continuous refinement of culinary skills among kitchen staff.
- Participating in the interviewing, hiring, and onboarding process of new recruits under the direction of the Kitchen Manager and HR Coordinator.
- Ensuring quality standards are achieved through staff education, product testing, and other quality control methods.
- Assisting the Kitchen Manager in the training and scheduling of all new hires, as well as setting and monitoring performance standards for all kitchen staff.
- Demonstrating Rosemont's standards of sanitation, site and equipment maintenance, and proper use of facilities.
- Ensuring that all kitchen staff are aware of and adhere to Maine Health/Agriculture protocols and regulations regarding personal and tool hygiene, sanitation, cross-contamination, and safe food handling.
- Effectively executing and/or delegating all opening and closing processes.
- Practicing Rosemont's Standard Operating Procedures (SOP) to achieve departmental goals in the key areas of workflow efficiency, production, and profitability.
- Following all company and department policies as written in the Employee Handbook.
- Reporting all operational disruptions, changes, and successes to the Kitchen Manager and/or Director of Operations and reporting all urgent kitchen maintenance needs to the Facilities Maintenance Engineer, Kitchen Manager, and Director of Operations.

- Reporting all incidents of workplace injury to MEMIC for Workers Compensation Insurance claims.
- Supervising accurate labeling practices for all packaged goods.
- Collaborating with the Kitchen Lead on the sorting and storing of all high-value meat and grocery market culls and incorporating returned culls into current/future menus.
- Co-managing a digital record of all recipes produced in the kitchen and sold in Rosemont markets with the Kitchen Manager and Director of Operations.
- Supporting the Kitchen Manager in the development of promotional products and specialty menus.
- Supporting the Kitchen Manager in the sourcing, purchasing, and inventory maintenance of all supplies and ingredients.
- Monitoring departmental spending to reduce waste, improve profitability, and achieve budgeting goals.
- Participating in ongoing cost analysis projects with the Kitchen Manager and Director of Operations to assess margins and pricing accuracy.
- Reporting all monthly invoices claimed by the kitchen to the Finance Department for reconciliation.
- Interfacing with POS reports to assess sales velocities and prepare orders.
- Organizing special orders and outgoing store deliveries.
- Clearly transmitting critical information to other managers and staff through company-wide channels.
- Collaborating and problem-solving with Headquarters and Retail managers to improve production and supply division processes.
- Working closely with the Kitchen Manager, retail managers, and Inventory Specialist to improve accuracy of perpetual inventory systems.
- Reporting details of unusual retail shrink activity and/or invoice discrepancies to the Kitchen Manager for further examination.

Required Skills/Abilities:

- Keen interest in local food systems, food trends, sustainable food economies, and specialty foods.
- Refined culinary technique and skill.
- A team-oriented attitude and a desire to promote a respectful, inclusive, and synergistic work environment.
- A commitment to global and local sustainability efforts.
- Independent and reliable transportation to travel between headquarters and retail locations as needed. Rosemont will reimburse for mileage.
- Proficiency with Catapult or another comparable Inventory Management Software.
- Exceptional interpersonal communication skills and ability to articulate direction clearly in a training setting.
- Superior attention to detail for consistency and quality control purposes.
- Strong mathematical and analytical thinking skills.
- Excellent organizational skills.
- Independent time-management skills and ability to sustain multiple ongoing projects.
- Proficiency in MS Office applications.

- English language proficiency required.

Education and Experience:

- High School diploma or equivalent required, college degree preferred.
- Minimum 1 year of leadership/management experience in a kitchen or culinary environment.
- Previous professional experience with POS systems and inventory management.
- Have or be willing to acquire ServSafe Manager Certification or equivalent.

Work Environment:

- This is a full-time position, requiring a flexible schedule to include days, nights and weekends. The specific hours of employment and locations of work schedule will be determined in conjunction with the Director of Operations.
- This is an in-person position, and all work will be carried out on-site at Rosemont Headquarters. This site is not open to the general public.
- Moderate to loud noise levels in the production and warehouse facilities.
- Attendance at trainings and certifications may be required.

Physical Requirements:

- Ability to lift 50 lbs. carton or bag.
- Ability to bend, lift, twist, squat, and reach.
- Ability to sit or stand at a desk for extended periods of computer work.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.