

## **Kitchen Manager Role and Responsibilities**

The **Kitchen Manager** plays a vital role in the success of Burrito Express. As the Kitchen Manager, you are responsible for the day-to-day operations of the back of the house. Your role requires close collaboration with the Manager on Duty to ensure:

- High food quality.
- A clean and safe work environment.
- A positive, team-oriented atmosphere.

In addition to your cooking and prep duties, you will oversee the following **key responsibilities**:

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### **Primary Responsibilities**

#### **1. Food Preparation and Standards**

- Ensure all food prep is completed in a timely manner.
- Verify that all prepared food meets Burrito Express standards: **clean, correct, and high-quality**.

#### **2. Staff Positioning**

- Ensure all kitchen staff are in the correct positions at the right times to maintain efficiency.

#### **3. Cleanliness and Maintenance**

- Maintain a clean and organized kitchen at all times.
- Ensure all kitchen equipment is in proper working order.
  - Report any broken or malfunctioning equipment to the Manager on Duty for repairs.

#### **4. Stock Management**

- Keep the kitchen stocked with sufficient product throughout the day to ensure smooth workflow.
  - Examples include having enough beans, steak, green chili, red chili, rice, and breakfast station items such as cooked potatoes and bacon.

#### **5. Weekend Batching**

- Oversee the batching process to ensure the proper number of breakfast burritos are prepared for **Friday, Saturday, and Sunday**.

#### **6. Daily Prep List**

- Create the daily prep list for the next day during the afternoon shift.

- Verify the prep list with the Manager on Duty before leaving for the evening.

## **7. Training**

- Serve as the lead for training new kitchen employees.
- Work with your team to ensure training is efficient, detailed, and thorough.

## **8. Close-to-Open Process**

- Manage the closing-to-opening process, which includes:
    - Preparing green salsa for the next morning.
    - Cooking the correct amount of potatoes for the next day.
    - Cooking sufficient bacon for the next day.
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## **Success in This Role**

As a Kitchen Manager, your leadership ensures that the kitchen operates smoothly, food is prepared to the highest standards, and the team functions cohesively. You are instrumental in maintaining the quality and reputation that Burrito Express is known for.