



## **Job Description: Zeitgeist Restaurant & Bar Line Chef**

### **Zeitgeist Center for Arts and Community**

#### **Pay Rate:**

- \$16.00-21.00/hour starting
- 1 hour PTO earned per 30 hours worked
- Access to Zeitgeist's 401k plan after 30 days of service, with a 3% employer contribution after 1 year of service & 1000 hours worked
- Employee discounts including one meal per shift, non-alcoholic beverages as appropriate, preview nights for comedy & theater shows, and free Zinema movies

#### **Hours:**

Full or part time available. Restaurant hours are 4pm-10pm Tues-Sat with kitchen prep hours prior to opening.

**To apply:** Email your CV or resume to [stevie@zeitgeistarts.com](mailto:stevie@zeitgeistarts.com) or find us on Indeed. Up to 3 professional references may be requested later in the application process.

#### **Job Status**

Employment with Zeitgeist will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. Zeitgeist is an equal opportunity employer.

#### **Job Purpose**

The Line Chef is responsible for the daily production of food related prep and menu items as well as the cleaning, care, maintenance and storage of all back of house related materials.

The Zeitgeist Restaurant & Bar Line Chef reports to the General Manager/Executive Chef.

#### **Line Chef Primary Duties & Responsibilities**

##### **General**

- Prepare recipes and menu items to specified standards in regards to quality, quantity, and time.
- Maintain a required level of personal hygiene.
- Ensure a sanitary kitchen environment and work station(s).
- Perform other duties and responsibilities as required or requested.

##### **Financial**



- Aid in the reduction and tracking of food waste, wasted efforts and inefficient procedures.
- Ensure items are prepared according to specifications and standards (Portion control, batch size/quality control).
- Adhere to company standards and service levels to increase sales and minimize costs.

#### Back of House safety and planning

- Assist in creation, production, and maintenance of unique menu items.
- Adhere to best practices of food safety standards and kitchen organization and cleanliness.
- Comply with operational standards, company policies, federal/state/local laws, and ordinances.
- Assist in maintaining a professional restaurant image including restaurant cleanliness, proper uniform, and appearance standards.

#### Guest service

- Assist in the creation of positive guest experiences through proper and timely production of quality food.
- Openly receive feedback if/when standards are not met to ensure dissatisfied guests become return guests.

#### Operational responsibilities

- Make and produce all food prep and menu related items according to specific guidelines, performing various cooking methods.
- Maintain general kitchen cleanliness, sanitation, organization and safety.
- Every team member is responsible for dishwashing.
- Assist in the control of food cost and waste by ensuring correct portion sizes and recipes are being followed.
- Assist in monitoring ingredients and inventory in order to ensure freshness and quality.
- Rotate and stock inventory as needed per station.
- Assist in ensuring a safe working environment for team members and guests to help reduce the risk of injury or incidents. Give timely feedback on perceived issues to help management in providing a safe environment.

#### Personnel

- Maintain a professionally courteous attitude with fellow line chefs, front of house management, front of house team members, other fellow non-restaurant Zeitgeist team members and managers/board members, and guests.
- Participate in an interactive and living dialogue with management to set goals for growth and development.

#### Community Involvement

- Support the organization in providing a strong presence in the local community with community involvement by restaurant personnel.



While thorough, this job description is a living document and we are looking for team members who will be a part of adapting, changing, and growing as needs and goals are developed.

**The Ideal candidate will be proficient in or capable of:**

- Lifting at least 50 lbs above waist high many times in a shift.
- Various cooking techniques (i.e. sauté, grilling, braising, roasting, baking, slicing, chopping, mixing, searing, frying, smoking, et al.).
- Working multiple hours while on your feet in a dynamic, quickly changing environment.
- Communicating well with other team members, as well as with guests. (Examples: "Hot," "Sharp," "Behind you," "Corner," "Ready to plate on")
- Ability to coordinate multiple tasks in correct sequencing to ensure proper timing of food production.
- Willingness to be coached and to participate in an interactive goal setting process.
- \*Preferably has their own knives, but some 'house knives' will be available as needed.

**Qualifications / Education / Experience / Licensing Requirements**

Within your Resume and/or Cover Letter, please describe:

- Prior line chef/cook experience.
- Any relevant education, degrees, certifications, or licenses

**Key Performance Indicators**

- Keeps Executive Chef promptly and fully informed of all issues (i.e. problems, unusual matters of significance and positive events).
- Completes job responsibilities and performance objectives in a timely and effective manner.
- Maintains a favorable working relationship with all company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness.

**About Zeitgeist**

Mission: To use the power of connection and creative expression to shape our vibrant and shared future.

Vision: A community connected to creativity, sustainability, and inclusivity.

Zeitgeist Core Values:



- Creativity: Creative expression, cultural representation, and the arts can help build new connections across the diversity of society, and open up new opportunities for people to engage with their community.
- Inclusivity: Zeitgeist belongs to the community and its programming and operations should represent the entire community. Zeitgeist's work is about ensuring all members of the community can play a role in shaping the community's shared future and identity.
- Sustainability: A thriving community ensures environmental, economic, and civic resources and systems are managed so that their benefits will exist for generations to come.

Zeitgeist's goal is to build social systems in individuals, institutions, and the community that are committed to, and prioritize, creativity, inclusivity, and sustainability.

#### **Zeitgeist Inclusivity Statement\***

- We value a culture of self-expression and support the rights of Indigenous people, LGBTQAI+ people, women, and people of color.
- We actively work to build social systems of equity and inclusivity while dismantling systems of oppression.
- We actively create spaces, built and unbuilt, that support all abilities.
- We support and engage in sustainable approaches to interacting with our shared land, air, and water.
- We acknowledge that we are located on land ceded by the Anishinaabe in the 1854 Treaty and that this land, historically and today, holds great significance for Indigenous peoples.

\*We expect this list to evolve and we expect to make mistakes. Nonetheless, we're committed to forward progress, and we're looking for applicants who see themselves as partners in this work.