



## **Job Description: Zeitgeist Restaurant & Bar Kitchen Line Manager**

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

#### **Pay Rate:**

- \$20-\$25/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:**

35-40 hours per week. Restaurant hours are 11am-10pm Tues-Fri, 10am-10pm Sat and 10am-3pm Sun with kitchen prep hours prior to opening. Typical hours for this position are 3:00pm-close Tues-Sat.

**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 Kitchen Manager is responsible for day to day supervision of line operations and quality.

The Zeitgeist Restaurant & Bar Kitchen Manager reports to the Executive Chef.

#### **Primary Duties & Responsibilities**

##### **General**

- Lead line cooks in effective and timely food service, food safety standards, and quality control of products coming out of the kitchen.
- Maintain communication between BOH and FOH
- 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, labor costs, wasted efforts and inefficient procedures.
- Adhere to company standards and service levels to increase sales and minimize costs.

#### 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.
- 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.
- Maintain general kitchen cleanliness, sanitation, organization and safety.
- 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.
- Cover BOH shifts when staff are absent.

#### Personnel

- Maintain a professionally courteous attitude with fellow kitchen staff, 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.
- 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")



- Willingness to be coached and to participate in an interactive goal setting process.
- Ability to provide critique and guidance to line cooks and other team members in a constructive manner

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

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

- Prior restaurant experience.
- Any relevant education, 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.
- Executes service in a manner that exuberates high food quality, timely execution, pleasing presentation and a high level of customer satisfaction.
- Actively works to maximize revenue and reduce costs in accordance with Restaurant goals and objectives.

### **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.