



JOB POSTING

Kitchen Manager

Position:	Kitchen Manager	Status:	Non-Exempt, Hourly
Department:	Stackner Cabaret Restaurant	Full/Part Time:	Full-Time
Reports To:	Director of Food & Beverage	Annual/Seasonal:	Annual
Start Date:	ASAP	Salary:	Starting at \$19.00 an hour
To Apply:	Click Here to Apply	Deadline to Apply:	Open until Filled

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encourage candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY

The Kitchen Manager (KM) is responsible for all food production including dinner service, special event catering and concessions. This position develops menus in consultation with the Director of Food and Beverage. The KM is also responsible for assisting with food purchase specifications and recipes, achieving the food and labor budget goals for the department, assisting in developing the food and maintaining the highest professional food quality and sanitation standards. Additional responsibilities include training and supervising kitchen staff. This position reports to the Director of Food and Beverage.

Major Duties and Responsibilities Include:

- Works with the Director of Food and Beverage to hire, supervise and train new and current kitchen employees including ongoing staff appraisal and feedback to ensure quality and productivity
- Assist in menu planning for restaurant, catering, concessions and special events
- Schedules kitchen staff employees to assure that food preparation is economical, technically correct and within budgeted labor cost goals
- Approves the requisition of products and other necessary food supplies and orders when necessary
- Ensures high standards of sanitation, cleanliness and safety are maintained throughout kitchen areas at all times
- Develops standard recipes and techniques for food preparation and presentation to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling price
- Assists in preparing necessary data for applicable parts of the budget
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability
- Support safe work habits and a safe working environment at all times
- Achieve budget objectives and initiate corrective actions as needed
- Oversee and supervise kitchen staff
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or GED
- ServSafe Manager level sanitation certification or the ability to obtain certification within 45 days of employment
- Must possess strong communication and listening skills
- High-energy and thrive in a fast-paced environment
- Ability to interact positively with supervisor, management, coworkers, members and the public to promote a team effort and maintain a positive and professional approach
- Ability to produce a high volume of work in a timely manner which is accurate, complete and of high quality
- Ability to assist in creating and accurately costing out recipes utilizing yields and portioning controls

- Ability to conceptualize and analyze data
- Ability to plan and create workflows to achieve consistency with menu items
- Firm understanding of COS principles such as waste, portioning, yields and weights and measurements
- Ability to come to work regularly, on time and to work across a vast diversity of ages, skill and educational/cultural backgrounds, to follow directions, take criticism and to treat co-workers, supervisors and members/guests with respect and courtesy
- Experience with Microsoft Office is required
- This job requires evening and weekend work as its primary hours
- Ability to pass a background check in compliance with local, state and/or federal laws

Physical Demands

While performing the duties of this job, the employee is regularly required to communicate in person by talking and hearing. The employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and distance vision.

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
 Health Savings Account & Health Reimbursement Account
 Flexible Spending Account
 403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, cover letter, and contact information for 2 professional references.

Applications will be accepted on a rolling basis until the position is filled. To maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeeep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.