

VACANCY NOTICE

POSITION	GROUP KITCHEN MANAGER
LOCATION	KUALA LUMPUR
INDUSTRY	FOOD & BEVERAGE
TYPE	FULL TIME

JOB SUMMARY

- Manage all kitchen staffs and coordinate food orders
- Supervising food prep and cooking following schedule Checking food plating and temperature
- Schedule kitchen staff shifts for all outlets
- Monitor ordering food supplies and kitchen equipment as needed
- Train kitchen staff on prep work and food plating techniques
- Store food products in compliance with safety practices
- Keep weekly and monthly cost reports
- Maintain sanitation sand safety standards in the kitchen area for all outlets
- Ensure costing is in conjunction with budget given for all outlets
- Ensure all food items ordered are based on par level given
- Quality check in kitchen based on schedule
- Reporting to Senior Manager about all findings and reports needed
- Compile all weekly cleaning photos and submit to Senior Manager
- Ensure all staff have typhoid and FHC done
- Comply with FSMS given and ensure all kitchen staff follow
- Work with cost controller on par level, wastage and food cost as per guidelines given
- Provide an evaluation report for all kitchen staff on monthly basis
- Conduct kitchen audit to ensure everyone is complying with SOPs given
- To recruit and train new kitchen staffs if needed
- To train franchisee staff and be there to monitor during outlet opening
- To settle any kitchen staff disputes with a report on action taken
- Monitor all inventory report and ensure it is done at end of every month
- Ensure all kitchen equipment services are done on time with a servicing schedule for all outlets
- Other additional requirements maybe added as part of job description from time to time