

MIAMI NATION JOB ANNOUNCEMENT

POSITION TITLE: KITCHEN MANAGER
CLASSIFICATION: EXEMPT
STATUS: FULL-TIME

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is under the direct supervision of the Retail Manager, and the indirect supervision of the Director of Project Administration is located at 309 North Main Street in North Miami, OK. The Kitchen Manager is responsible for managing kitchen staff, overseeing inventory, maintaining safety standards to ensure smooth kitchen operation at Prairie Sky Market.

ESSENTIAL JOB FUNCTIONS:

- Manage kitchen staff – create staff schedules
- Coordinate training of kitchen staff to ensure tasks are performed efficiently
- Maintain regular cleaning schedules with kitchen staff
- Identify areas of potential food waste, prevent/eliminate (over-purchasing, etc.)
- Kitchen inventory management – place orders, oversee deliveries
- Streamline kitchen processes to maintain prompt service times
- With Retail Manager, develop menu items
- With Retail Manager and Director of Project Manager, calculate food costs accurately
- Other duties as assigned.

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School, college graduate or equivalent
- Kitchen management experience required
- Experience supervising employees is required
- Experience in food planning, food preparation, and food handling is required
- Work weekends and holidays
- Must be computer literate specifically with Microsoft Office
- Must possess high integrity regarding confidential and sensitive information
- Must possess excellent communication skills, both written and oral
- Must have the ability to work in a fast-paced environment, multi-task and meet deadlines
- Must have the ability to work well with a team
- May occasionally be required to work beyond normal working hours
- May be subject to criminal background investigation
- Must possess a driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: hr@miamination.com

For complete job description and application visit: www.miamination.com/employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 40 pounds
- Duties may be performed inside or outside in all weather conditions
- Normal amounts of walking, standing, sitting
- Adhere to work rules, policies and procedures, and safety standards

CONDITIONS OF EMPLOYMENT:

- Full-time position subject to budget availability

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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