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300 W. Lanikaula Street  
Hilo, HI 96720  
808-935-3721

<https://islandofhawaiiymca.org/>

## Kitchen Manager Position Description

**DEPARTMENT:** Kitchen – Food Service

**SUPERVISOR:** Chief Executive Officer

**LOCATION:** 300 W. Lanikaula Street, Hilo, HI

### OVERVIEW

The Kitchen Manager will take over the operations of our kitchen staff and have culinary and management experience. A creative, motivating professional who doesn't mind contributing to prep work or delivering food when necessary, but who won't be afraid to delegate. The job requires approximately 40 hours per week.

### Responsibilities and Duties

Order supplies, food and ingredients based on rapidly shifting demand. Hire and train kitchen staff in specific stations, and cross-train, as necessary. Create schedules for kitchen staff to ensure there are always enough workers to meet the demand, particularly for the lunch rush. Maintain inventory levels and conduct full weekly inventory. Schedule and oversee necessary maintenance and repairs on kitchen appliances.

### QUALIFICATIONS and SKILLS

5+ years' culinary experience, 2+ years' restaurant management experience  
Ability to work well under pressure and in a fast-paced environment, Excellent written and oral communication skills, Capable of conducting and assessing restaurant inventory, Willing to work a flexible schedule. Experience with delegating tasks and maintaining fast speed of service.

**Salary expectations:** Hourly positions, with an average income of \$16.00 per hour.

Proof of COVID-19 vaccination is required for employment with the YMCA.

Dated: 04-07-21