



Position: Kitchen Supervisor / Commissary Kitchen

Department: Food and Beverage

Reports to: Food Program Manager

FLSA Status: Non-Exempt

Salary Range: \$18-\$20 per hour plus tips.

FULL BENEFITS for full-time employees includes medical, dental and paid time off.

Position Summary: The Kitchen Supervisor oversees the team working in the commissary, providing support for the operation to ensure profitability and an enjoyable dining and working experience for all who come through the doors. The Kitchen Supervisor will address any questions or concerns that come up by maintaining a thorough knowledge of The Fort and all of its grounds, products and services. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our guests.

Key Competencies

- Attention and care for the details, with proactive responses to problem solving
- Excellent reading comprehension and ability to follow instructions accurately
- Strongly skilled in communication, organization, time management and multi-tasking
- Willing and able to work evenings, weekends and holidays; and step in to support other team members as needed
- Able to work independently and as part of a team
- Passion for good food, local ingredients and quality customer service
- Works well under pressure in a fast paced, high energy environment
- Demonstrates the ability to receive constructive feedback and learn from mistakes
- Reliable transportation to and from work
- Adherence to our Company Values of Community, Passion, Integrity, Environmental Stewardship and Culture of Learning

Principle Duties and Responsibilities:

- Supervise and schedule the commissary team ensuring coverage to meet operational needs
- Collaborate on food and beverage to ensure a positive guest experience that meets the needs of the customers and revenue goals
- Lead staff in training and understanding the menu offerings and service expectations
- Stay guest focused and nurture an excellent guest experience
- Assist in menu development from recipe writing to costing; manage recipe binder and production adherence to written recipes
- Comply with all food and beverage health and safety regulations
- Maintain and control inventory procedures and submit accurate, timely orders
- Control costs with proper production execution and waste management
- Assess need for and report equipment repairs to manager and/or maintenance
- Oversee training of new staff
- Report incidents promptly and accurately
- Schedule, facilitate and attend staff meetings as needed
- Other duties as assigned by supervisor or other management

Minimum Qualifications

- 2-3 years large volume cooking experience required
- WA State or ServSafe Food Handler's Card
- WA State MAST Alcohol Server Permit
- Professional appearance and manner, able to work cooperatively on a diverse team
- Positive, honest and energetic work ethic
- Able to grasp, lift or carry up to 50 lbs. as needed
- Finger/hand dexterity to operate various tools and equipment
- Able to withstand changes in temperature, occasional smoke, steam/heat, and work in a confined area
- Hearing, visual and sensory ability to observe and detect emergency situations; and to distinguish product, taste, texture, temperature, presentation and preparation

Preferred Qualifications:

As part of our lifelong learning mission, FWH is happy to train candidates with unique experience who are otherwise a good fit for our culture and demonstrate an eagerness and ability to learn on the job.

- Hospitality or Culinary School Certificate or equivalent work experience
- 1-2 years' experience in food service leadership role

About Fort Worden Hospitality:

Fort Worden Hospitality welcomes visitors to a treasured state asset – ***Fort Worden State Park and Lifelong Learning Center***. We connect people to the park's resources: the ***lifelong learning center campus***, the cultural, educational, artistic, environmental, and recreational programs offered by the park's ***partner organizations***; the trails, beaches and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and ***lifelong learning programming***.

Fort Worden's Service Philosophy

- **Cultivate a community** for anyone to feel welcome at Fort Worden.
- **Attention to detail** in every task.
- **Model of integrity** in policy and practice.
- **Proactively work to ensure guests and employees want to return.**

EEO Statement

Fort Worden Hospitality is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

Employee (Print Name)

Employee Signature

Date

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: NOT APPLICABLE, not required of this position.

NE: Requirement is present, but is NOT ESSENTIAL to the position.

O: OCCASIONAL, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: FREQUENT, 34-66 percent of the time.

C: CONTINUOUS, over 66 percent of the time.

	NA	NE	O	F	C
Sitting		X			
Walking				X	
Standing					X
Running	X				
Bending or twisting				X	
Squatting or kneeling				X	
Reaching above shoulder level			X		
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles		X			
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds			X		
Pushing/Pulling				X	
Using Foot Controls		X			
Work in/exposure to inclement weather			X		
Work in/exposure to cold water			X		
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally				X	
Seeing close work (e.g., typed print)				X	
Distinguishing colors				X	
Hearing conversations or sounds					X
Hearing via radio or telephone		X			
Communicating through speech					X

	NA	NE	O	F	C
Communicating by writing/reading				X	
Distinguishing odors by smell				X	
Distinguishing tastes				X	
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date