



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Chuckwagon Kitchen Manager

**Non-Exempt:** Hourly worker and **Seasonal Summer Worker**

**Position Summary:**

The Chuckwagon Kitchen Manager oversees the employees and quality of product at the Chuckwagon.

**Essential Job Functions:**

- Supervise and manage all kitchen staff including dishwashers and cooks.
- Coordinate with Front of House staff.
- Ensure that opening and closing procedures are followed.
- Conduct staff meetings including safe food handling and work place safety trainings.
- Evaluate staff mid-season following TRMF evaluation policies.
- Verify employee time cards.
- Maintain food quality and inventory.
- Must be present during high food traffic times.

**Other Responsibilities:**

- Other duties assigned by the Food Service Director.

**ADA Requirements**

- Continuously
  - Repetitive use of hands and arms
  - Grasping
  - Lifting
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
  - Standing
  - Walking
  - Lifting 10 pounds or less

- Carrying 10 pounds or less
- Eye/hand coordination
- Must use effective verbal communication
- Occasionally
  - Bending Over
  - Reaching Overhead
  - Pushing or Pulling
  - Talking
  - Hearing
  - Lifting 11 to 25 pounds
  - Carrying 11 to 25 pounds
  - Must use effective written communication

**Environmental Factors:**

- Frequently in heat/hot temperatures inside.
- Frequently must use sharp objects or tools.
- Frequently around hot temperature burners.
- Occasionally around chemicals.
- Occasionally around fumes, gases, odors, or dust.
- Occasionally around grease, oil, and mud.

**Qualifications and Education Requirements:**

- Knowledge of workplace and safety procedures and food handling.
- Must have prior experience working in food service and cooking.

**Supervision:**

- The Chuckwagon Kitchen Manager is responsible for supervising the Chuckwagon kitchen staff.
- The Kitchen Manager reports to the Food Service Director.

\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.\*