

# OJT Job Opening

## Kitchen Manager



To apply please send resume to [BusinessServices@ocworkforcesolutions.com](mailto:BusinessServices@ocworkforcesolutions.com)

Please indicate “Kitchen Manager” in the subject line. If you are registered at a One-Stop Center and have a Career Counselor, please indicate their name.

**Location:** Fullerton, CA

**Experience Required:** Kitchen Experience Required

**Education Required:** Detailed Below

**# of Openings:** 1

**Compensation:** \$31.25/ hour

**Full Time**

This position supervises and coordinates activities of the kitchen employees, engages in preparing food and supplies for production, and research and development in food recipes and preparation.

### Essential job duties:

- Oversees and coordinates the work of kitchen employees engaged in preparing meals to ensure adherence to recipes and quality standards
- Adheres to all food safety regulations following GMP, HACCP, and SSOP
- Inspects kitchen for conformance to government, USDA, and company safety and sanitation requirements
- Assists in developing prototypes as directed. Experiments with formulation in compliance with food laws. Scales up and mixes ingredients and assists in preparing new product recipes. Records data and maintains product files
- Maintains inventory of supplies and raw materials; coordinates supply needs with inventory and purchasing. Reviews existing inventory to ensure supplies are fresh
- Prepares sample shipments to customers
- Ingredient sourcing and cataloging

### Skills learned during On-the-Job Training:

- How to oversee and coordinate the work of kitchen employees to ensure adherence to recipes and quality standards
- Knowledge of food safety regulations by following GMP, HACCP, and SSOP
- How to inspect the kitchen, working and storage areas for maintenance needs and conformance to government, USDA, FDA, and company safety and sanitation requirements
- How to manage a project (develop project plans, coordinate projects, communicate changes and progress, completion deadlines and budget)
- How to manage people using interpersonal skills (providing performance feedback, conflict resolution, and managerial skills)
- How to assist in developing prototypes (formulation experimentation, scaling up and mixing ingredients, assisting in preparing new recipes, recording data and maintaining product files)
- How to maintain an inventory of supplies and raw materials for quantity and freshness. How to coordinate supply purchases with inventory and purchasing. How to source and catalog ingredients

### Minimum Qualifications:

- College degree, or two to four years of related experience

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