



Havenly Seeking Kitchen Assistant Manager

Job Description: Kitchen Assistant Manager

Salary: \$18.00/hour

Full-time: 30-35 hours a week

We are looking for a kitchen Assistant Manager to ensure all daily activities at the Havenly cafe run smoothly and efficiently.

Kitchen Assistant Manager responsibilities include supporting fellow training, overseeing inventory, coordinating orders, filling in if the manager has the day off, and ensuring that food safety is complied with.

Detailed Responsibilities

1. Ensure that the food is made on days when kitchen manager is not there;
2. Assist kitchen manager with training employees;
3. Assist kitchen manager in ensuring customer service is high quality;
4. Monitor compliance with safety and hygiene regulations in partnership with kitchen manager
 - a. Ensure that food safety standards are complied with and everything is clean;
5. Oversee inventory
 - a. Estimate food needs;
 - b. Coordinating purchasing of ingredients;
 - c. Coordinating purchase of equipment as stock is damaged or depleted;
6. Serve as cook as needed.



Qualifications

Preference for applicants with previous kitchen management experience;

- Patience, kindness and mentoring heart;
- English fluency;
- Arabic speakers preferred;
- Detail oriented and well organized;
- Great cook and fast learner in the kitchen;
- Great multitasker;
- Strong belief in the Havenly mission.

Next Steps

Email your resume to dina@havenlynhv.org