

MANILA MART LLC – HEAD CHEF

Manila Mart was established in 1996 serving the community as a Filipino/Asian specialty grocery store. In 2011 we grew to serving the community not only as a grocery store, but also as a Filipino fast casual café. We are a family company built on cultural tradition, love for one another, and personality. Manila Mart is known for being a family-friendly Filipino brand rooted in the communities it serves; sharing Filipino culture and customs through food with one positive customer experience at a time. Our employees are and continue to be our greatest asset. We want our employees to understand their connection to the customer's satisfaction and how what they do matters and is a reflection on us. However, customer engagement and brand perception are more than our face-to-face service with a smile, but an ongoing relevant reminder of how we fit into their busy lives. We offer "the comforts of a home cooked meal that is sure to satisfy with every bite." Manila Mart's goal is to hire and retain professionals who are highly motivated, customer service-oriented individuals to join our work family and grow the brand.

JOB DESCRIPTION

The Head Cook runs the back-of-house and is responsible for ensuring that the standard and quality of the food production and hygiene within the kitchen is always maintained to the highest level. This role is very much hands-on, requiring attention to detail and a positive work attitude. The Head Cook provides leadership, work direction and guidance to the kitchen crew, and student workers in the safe handling and preparation of food.

DUTIES & RESPONSIBILITIES

- Oversee and supervise all the kitchen staff through Safe Serve standards, food preparation requirements, and the daily menu and catering demands.
- Knows every recipe of every item on the menu and understands how to manage the ingredients needed to reduce waste and cut cost.
- Supervise and coordinate activities of other cooks and other food preparation workers
- Development of new menu ideas welcomed / Experiments to come up with new specialties that will draw customers into the restaurant
- Operates a variety of kitchen and food service equipment including oven, grill, stove top, fryer and related equipment.
- Assist the Operations Manager in the planning and scheduling of food services team and activities and may relieve and substitute for the food service staff as needed.
- Trains new staff skills on the menu recipes and on the high standards of the kitchen operations.
- Assigns task; to the kitchen crew and manages every function of the kitchen; such as but not limited to the food preparation, time management of items made-to-order, consistency/quality control, and the presentation of food.
- Maintains control of the kitchen to ensure that all the task get carried out efficiently and effectively.
- Inspects raw and cooked food to guarantee that only the highest quality products are prepared and served to the customer.
- Ensures that all kitchen staff adhere to food safety and hygiene regulations to maintain a clean and sanitary work space.
- Accounts for all the inventory taken out of stock for food prep and service.
- Collaborates with the general manager and owner to align kitchen operations with the overall goals of the business.
- Have great communication skills, maintain a positive attitude, and arrive promptly when scheduled to work
- Have the ability to multitask and perform well in a fast pace environment
- Willing and able to work in a team-based environment
- Maintain honesty and integrity in the work place

QUALIFICATIONS

- High School Diploma or GED (Associates Degree in the Culinary Arts is a proffered but not required)
- Must be a Full-time employee and available to work at least 40 per week during off-peak seasons.
- 1-3 years' experience in a retail food service environment and menu/food preparation.
- Displays leadership qualities, identify inefficiencies in the operation and offers solutions to the management team.
- Handles stress well and deescalates the situation when a problem/confrontation presents.
- Self-starter, driven, and enthusiastic individual able to follow through on management directives.
- Knowledgeable of food handling practices, safety policies, health code laws and regulations, quantity food preparation and menu planning, proper cooking methods, and large-scale catering management.
- Able to maintain a big picture view of the happenings in the kitchen
- Must be able to safely use sharp, heavy or hot kitchen equipment, utensils or supplies; follow written and oral instructions; tolerate high temperature and high humidity; bend, stoop, lift and carry food items, equipment and supplies

SALARY & BENEFITS

- Hourly Rate \$16 - \$25 (Starting rate varies based on your professional experience)
- Paid Time Off (Full-Time Benefit)
- Free Lunch per 8 Hour Shift
- 10% Family/Employee Discount (excludes consignment products: Gwenies, Casa Victoria, etc)
- 5% Family/Employee Catering Orders & Consignment Products Discount (Gwenies, Casa Victoria, Mabuhay, Fritizes, etc)
- Free Manila Mart T-Shirt

Thanksgiving Day, New Year Eve, & Christmas Eve are major holidays for our company. All employees are expected to work these holidays, unless given proper and timely notice to management for excused absence. If Interest in position, please send cover letter and resume to manilamartbeltsville@gmail.com with a fully completed application form.

Manila Mart LLC is committed to providing equal employment opportunity for all persons regardless of age, disability, national origin, race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, veteran or military status, genetic information or any other status protected by applicable federal, state, or local law.