
Job Title: Kitchen Manager**About Us:**

At the Calgary Rugby Union, we are deeply rooted in the rugby community, offering a top-tier food and beverage experience to complement the excitement of the game. Our facility hosts a wide range of events, from local matches and international rugby tournaments to large-scale community gatherings, banquets, and corporate events. We are dedicated to providing high-quality, delicious food that enhances every event, whether it's a casual concession service or a formal catered affair. Our team thrives in this dynamic environment, where collaboration, teamwork, and a passion for sports meet culinary excellence. If you're passionate about food service and enjoy leading a team in a fast-paced, community-oriented setting, we'd love to welcome you to our team.

Summary:

The Kitchen Manager oversees concession and catering staff, ensuring adherence to quality standards and food safety regulations. This role is responsible for the cleanliness of the kitchen and smooth back-of-house operations. Core duties include staff hiring, training, and scheduling, managing inventory, and controlling food and labor costs to stay within budget. The Kitchen Manager fosters a professional, positive kitchen culture while maintaining high service standards.

Compensation \$45,500/yr plus gratuities

October- April 20-30 hours/week

May-September 40+ hours a week

Main Duties:**Operations:**

- Ensure consistent product quality and portion control
- Oversee recipe adherence and presentation standards
- Manage kitchen temperature logs and inventory rotation (FIFO method)
- Maintain kitchen cleanliness and equipment
- Prepare and adjust daily prep and pull lists
- Create staff schedules to meet labor budget targets
- Complete weekly inventory orders and maintain adequate stock levels
- Build a positive work environment through strong leadership and communication
- Assist with cooking and kitchen operations when necessary

Office/Training:

- Review and code purchase invoices
- Hire, train, and supervise concession staff
- Track employee training and conduct performance reviews
- Maintain records for health inspections and manage corrective action plans
- Control food and labor costs within specified targets

- Foster relationships with vendors and negotiate pricing as needed
- Conduct periodic food cost analysis and minimize waste
- Implement and improve processes, systems, and training programs for staff

Banquets:

- Manage bulk cooking and ensure banquet offerings meet high standards
- Develop and update catering menus, introducing new items and improving presentations
- Conduct catering menu reviews and stay competitive with market trends
- Maintains proper ordering to meet event needs and reduce wastage

Skills and Requirements:

- High school diploma with 2+ years of experience managing a high-volume restaurant
- Strong English communication skills (verbal and written)
- Leadership ability with a focus on building a positive team culture
- Excellent organizational skills and attention to detail
- Flexibility to work varied shifts, including evenings and weekends
- Knowledge of food costing, profitability, and inventory management
- Ability to work under pressure and adapt to changing situations
- Experience with commercial kitchen equipment and tools
- Class 5 Drivers and vehicle
- Red Seal Certified is an asset