



Boston Pizza Uxbridge

JOB DESCRIPTION KITCHEN SUPERVISOR

REPORTS TO: KITCHEN MANAGER & RESTAURANT MANAGEMENT

SUMMARY OF WORK PERFORMED

The Kitchen Supervisor is responsible for the receiving, storage and preparation of all food products according to Boston Pizza specifications and practices. The Kitchen Supervisor is responsible for maintaining proper levels of prepared products. Further they will be responsible for the assembly, cooking, plating and garnishing of all food products according to Boston Pizza specifications. They will control the products leaving the kitchen to ensure that each has been properly accounted for.

The Kitchen Supervisor is also responsible for the staffing and the on-going training, supervision and development of the kitchen staff.

DUTIES AND RESPONSIBILITIES

Conducting the Affairs of Business

The Assistant Kitchen Supervisor's focus will be on maintaining three priorities;

- The Health and Safety of all Guests
- Operating to Boston Pizza International's systems and standards
- Ensuring operational profitability

The Kitchen Supervisor will be responsible to the Kitchen Manager for ensuring that all products received meet Boston Pizza International Inc. specification, that the invoicing is correct in respect to quantity, quality and price and that the products are properly dated, rotated and stored. They will ensure that all products are prepared according to Boston Pizza manuals, are properly served and will maintain control over prescribed food and labour costs and other kitchen related operating expenses.

Kitchen Staff Supervision

- The positions of cook and scullery will be given a considerable amount of attention by the Kitchen Supervisor in terms of development of these individuals for future responsibilities.
- The Kitchen Supervisor will ensure that all the kitchen staff are properly trained upon hiring and that any approved changes to menu, recipes or procedures are communicated to the staff and effectively implemented.
- The Kitchen Supervisor will ensure that there is adequate coverage at all times in the kitchen and will further ensure that all recipe, assembly and plating procedures are followed out in accordance to Boston Pizza International Inc. specifications.
- The cleanliness of the kitchen will be a top priority of the Kitchen Supervisor and they will ensure that all checklists and cleaning schedules are followed.
- The Kitchen Supervisor will prepare and follow a daily prep sheet to indicate levels on hand and amounts required.
- The Kitchen Supervisor must have a complete working knowledge of Boston Pizza's menu, recipes, assembly and plating specifications.
- The Kitchen Supervisor will ensure that meals are prepared in a timely manner in accordance with Boston Pizza recipes and assembly manuals and charts.



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- The Kitchen Supervisor is responsible for only issuing food from the kitchen when it has been properly and completely accounted for on a customer bill or a chit from a remote printer.
- The organization and cleanliness of the Heart of House area will be a top priority of the Kitchen Supervisor and they will ensure that their checklists and cleaning schedules are being followed during and following his/her shift.
- From time to time the Kitchen Supervisor may be required to assist in the training and development of new employees.
- Co-operation, communication and teamwork are essential for a successful Kitchen Supervisor.
- The Kitchen Supervisor will perform other such tasks as may be required from time to time.

OTHER DUTIES

- **The cleanliness of the entire restaurant, exterior and parking areas are a top priority of the General Management Team and all employees are expected to ensure the cleanliness of these areas.**

CERTIFICATE REQUIREMENTS

- **Food Safety Certificate** - www.ingoodhands.ca
- **Standard First Aid with CPR / AED level C** - www.ert-cpr.com