



# KITCHEN MANAGER

Maine Tasting Center – 506 Old Bath Rd, Wiscasset, ME 04578

## EMPLOYMENT TYPE

- Part-time, Seasonal (Summer)
- 15 – 35 hours per week (flexible)
- Some evenings and weekends required

## AVAILABLE POSITIONS: 2

## JOB SUMMARY

Maine Tasting Center is a nonprofit education center dedicated to driving economic benefit to Maine's small food and drink producers and inspiring excitement for Maine foods. As we prepare for our fifth season, we're looking for two dependable Kitchen Co-Managers to join our team. These roles are perfect for individuals who are passionate about Maine food, have some kitchen experience, and want to contribute to our mission of connecting people with the producers behind Maine's vibrant food system.

The Kitchen Managers will work in the Tasting Room's kitchen preparing food orders, completing food prep tasks, managing kitchen inventory and preparing tasting plates for classes and events. Ideal candidates will be 1.) comfortable and experienced working in a commercial or restaurant kitchen; 2.) familiar with Maine food handling and safety regulations; 3.) able to work both independently and collaboratively in the kitchen; 4.) passionate about Maine food!

## RESPONSIBILITIES & DUTIES

- Conducting daily review of prepared foods – disposing of expired or out of date products, creating and maintaining a food prep schedule to ensure a continuous supply of fresh prepared foods and ingredients;

- Creating and tracking the completion of daily prep lists for the entire kitchen team based on the schedule of private groups, catering engagements, special events and classes for the coming week.
- Monitoring stock of ingredients and supplies and notifying management when reorders are needed;
- Maintaining all logs and necessary documentation (temperature logs, delivery logs, etc);
- Developing staff training materials and policies for kitchen tasks as needed;
- Preparing food orders and completing food prep tasks according to Maine Tasting Center standards and specifications;
- Preparing samples and tasting plates in preparation for scheduled classes;
- Complying with all Maine food and beverage regulations;
- Cleaning and sanitizing the kitchen and equipment, running loads of dishes as needed;
- Kitchen break down at the end of the day;
- Ensuring that kitchen operations run smoothly and that all orders are fulfilled in a timely manner;
- Receiving, unloading and putting away ingredient and supply orders;
- Locking and securing the Tasting Room building on days when no other manager or lead staff member is present;

During any given shift, a Kitchen Manager can expect to spend most of their time filling food orders as they come in, developing and communicating prep lists and tasks to other kitchen staff, completing food prep tasks and preparing 20-60 portion sample trays and tasting plates to be used in Maine Tasting Center classes and workshops.

Our Kitchen Managers play a vital role in our success! The kitchen is the heart of our campus, allowing us to put Maine food directly into people's mouths and bring our mission to life. As a nonprofit, we're dedicated to promoting Maine food and inspiring excitement about it. Keeping the kitchen running smoothly and ensuring every plate is delicious and timely is essential to making that happen—and our Kitchen Managers make it all possible.

## **QUALIFICATIONS & SKILLS**

### **Minimum Desired Requirements**

- At least 18 years old;
- At least 1-year experience working on food prep and order fulfillment in a commercial or restaurant kitchen;
- Able to work on your feet for the majority of your shift and carry up to 40 lbs for short distances;

- Willingness to take direction and work effectively as part of a team;
- Ability to work independently and ensure smooth kitchen operations at all times;
- Able to comply with all regulations, laws and company policies regarding food preparation and alcohol service.

### **Bonus Qualifications**

- Enthusiasm for and knowledge of Maine-made food and drink!
- ServSafe or ServSafe Food Protection Manager certified.

### **COMPENSATION:**

\$21/hour

### **ABOUT US**

Explore Maine's iconic food and drink industries, producers and the associations that represent them at Maine Tasting Center. Our accessible and welcoming campus in Wiscasset is your one-stop-shop for learning about - and sampling! - the most delicious food and drink products Maine has to offer. Visitors are encouraged to sign up for a class in the Learning Center, visit the Tasting Room for beer, wine and small plates, or drop in for a special event. Learn more at [mainetastingcenter.com](http://mainetastingcenter.com)

**Interested? Please contact Campus Manager Caroline Chung with questions or to apply: [caroline@mainetastingcenter.com](mailto:caroline@mainetastingcenter.com)**