



DOYON'S FAMILY OF COMPANIES
(Doyon Tourism, Inc.)

Human Resources Office
3000 A. Street
Bivin Plaza Suite 102
Anchorage AK 99503
1-877-DOYON HR
1-877-369-6647

JOB DESCRIPTION

JOB TITLE	Kitchen Manager	LOCATION	Denali National Park-Denali River Cabins
TYPE OF POSITION	Seasonal/Full Time	POINT OF HIRE	Fairbanks/Anchorage
SCHEDULE	Varies	HOURS	Varies
REPORTS TO	General Manager Operations Manager	FSLA STATUS	Non-Exempt
STARTING PAY	DOE	AFTER 90 DAYS	
DATE POSTED		DATE CLOSED	When filled

JOB SUMMARY:

Is responsible for the overall supervision of the kitchen and food service area. Trains and supervises all kitchen employees in the safe handling and preparation of food. Maintains food inventory and is responsible for all ordering. Plans menus. Fills in and covers shifts as needed.

ESSENTIAL FUNCTIONS:

- Supervises and coordinates activities of food preparation and kitchen personnel
- Orders foodstuffs, kitchen supplies, and equipment
- Plans menus, preparing and apportioning foods, and utilizing food surpluses and leftovers
- Specifies number of servings to be made from any vegetable, meat, beverage, and dessert to control portion costs
- Sets prices to be charged for food items
- Supervises non-cooking kitchen personnel, such as Dish Washer, to ensure cleanliness of kitchen and equipment
- Supervises Cooks to ensure conformance with recipes and appearance standards
- Observes and evaluates employees' performances to devise methods for improving efficiency and guard against theft and wastage
- Sets work schedules for kitchen employees
- Verifies kitchen employees' timesheets for submission to payroll department

Recommends hiring, or discharge, of personnel to management
May meet with customers, or client groups to resolve menu inconsistencies or to plan menus for special occasions

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work with diverse populations in a positive manner and to set an example as a positive role model
- Ability to communicate effectively with management, employees, guests, and vendors
- Ability to adhere to a budget, manage inventory, and control costs

QUALIFICATIONS:

- At least three years of cooking experience essential
- Three years of supervisory experience

WORKING ENVIRONMENT: The majority of the work is performed in a kitchen environment with a wide variety of people in differing functions, personalities and abilities. The job is both physically and mentally demanding. Problems may arise and managers must maintain a smooth operation while satisfying the needs and demands of all patrons.

PHYSICAL DEMANDS: An individual will need to be able to quickly respond to a change in work demands. Because of these demands and the amount of standing and walking required, stamina and a high energy level are essential. Occasional lifting (1-50 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

PREFERENCE STATEMENT:

Preference will be given to Doyon shareholders and Alaska Natives in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

REASONABLE ACCOMODATION:

It is Doyon's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

How to apply:

Forward a personal letter that describes your interests, your work ethic, how you learned about us and your exact dates of availability, along with the Doyon's Family of Companies **Employment Pool Application** to:

E-mail: rivercabins@doyon.com

Or

Fax: 907-459-2160

Our properties are “Drug & Alcohol-Free Workplaces”. Absolutely no use by employees, of drugs or alcohol, is tolerated on property at any time.