

DENBIGH AMERICAN LEGION POST 368
368 AMERICAN LEGION DRIVE
NEWPORT NEWS, VIRGINIA 23608

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office.youngamerican@gmail.com
757.234.0020, fax 757.877.6475



LEGION OF HONOR

January 17, 2023

MEMORANDUM FOR DENBIGH AMERICAN LEGION POST 368,
INCORPORATED

SUBJECT: JOB ANNOUNCEMENT RE: Kitchen Lead Chef (Cook)

Position Description

To join our enthusiastic team and be part of the Denbigh American Legion Post 368 (Post 368) Social Quarters' staff, please read the below before applying:

Employer: Denbigh American Legion Post 368, Incorporated.
Job role: Kitchen Lead Chef (Cook) (Part Time/Intermittent on Call)
Location: 368 American Legion Drive, Newport News VA 23608
Rate of pay: Negotiable (paid bi-weekly)

APPLICANTS WILL NEED TO DEMONSTRATE:

- A positive and ambitious mind set.
- Self motivation and a passion for hospitality.
- Excellent communication and customer service skills.
- Excellent interpersonal skills.
- Some experience in a previous high customer turnover Private Club
- Some management experience, including: Cooking, inventories, requisitions, staff training, profit margins and operating costs.

JOB PURPOSE:

Prepare meals from a menu for serving to a customer. Oversee and coordinate kitchen operations to include meal planning, kitchen organizing, personnel training and leadership (relating to all restaurant Front and Back of House) necessary to achieve objectives in sales, costs, guest service and satisfaction.

Denbigh American Legion Post 368, Inc., a non-profit organization, is designated as a federal income tax exempt organization under Internal Revenue Code (IRC) Section 501(c)(19).



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TASKS AND RESPONSIBILITIES

1. Responsible for day-to-day shift (and in general) kitchen operations
2. Responsible for maintaining high level of customer service and satisfaction
3. Effectively delegate jobs and responsibilities to Kitchen staff
4. Communicate with management across Post 368 to ensure effectively operating the business as well customer satisfaction.
5. Work with management personnel to set targets and incentives to decrease personnel turnover and the profitability of the kitchen
6. Review and monitor, with bookkeeper or other financial Post 368 personnel, expenditures to ensure that they conform to budget limitations. Work to improve performance.
7. Supervise operation of the kitchen and personnel to maximize profitability, minimize legal liability (i.e., observed staff behavior that is inconsistent with assuring safety, sanitation, unauthorized use of facilities, prevent pilfering and misuse of product and equipment and conform to use of intoxicating and illegal substances).
8. Monitor the purchasing of supplies and perform frequent checks to ensure consistent high quality of preparation and service and inventory control.
9. Work with management personnel to plan and organize events.
10. Organize and oversee regular training of all kitchen staff concerning the safety and health of staff and customers, menu, and customer service.
11. When called upon for customer satisfaction issues propose resolution in keeping with the Post 368's customer service ethos and methods.
12. Maintain a positive and proactive attitude at all times
13. Manage staff disagreements, grievances and situations according to the Post's code of conduct, ethos, procedures and relevant policies.
14. Actively seek to improve skills and achieve personal development
15. Comply with all health and safety regulations. Train and/or assure staff training relative to Occupational Safety and Health (OSHA) requirements (i.e., workplace injury reporting, first aid, use of hazardous materials (Material Safety Data Sheet MSDS)) documentation, etc.
16. Perform other duties as assigned by management
17. Comply at all times with the Staff and Legion Code of Conduct.

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18. Comply with the provisions of your contract and any of our Post 368 Policies and set an example for more junior members of staff.
19. Seek to ensure at all times that all visitors or guests in our facilities have the best experience possible
20. Understand first in and first out (FIFO) for storage principles.

APPLICATION PACKAGES AVAILABLE FROM ADMINISTRATIVE OFFICE OF POST 368. Please see Ms. L. Bowen, 757-234-0020

NOTE: APPLICANTS WHO SUBMITTED AN APPLICATION PACKAGE FOR KITCHEN MANAGER WITHIN THE PAST SIX (6) MONTHS, WILL AUTOMATICALLY BE INCLUDED IN THE REVIEW OF APPLICATIONS. IT IS NOT NECESSARY TO RESUBMIT A NEW APPLICATION. HOWEVER, UPDATED RELEVANT INFORMATION (I.E, CONTACT INFORMATION, ACQUIRED EXPERIENCE, TRAINING, ETC) IS WELCOME FOR SUBMISSION AS AN ADDITION TO YOUR PACKAGE, TO BE CONSIDERED IN THE REVIEW PROCESS.

THIS JOB ANNOUNCEMENT CLOSES: All applications must be postmarked / received by **11:59 SATURDAY, JANUARY 21, 2023.**

APPLICANT INTERVIEWS: Interview of selected applicants is proposed for Monday, January 23, 2023. (Individual interview times TBD)