



Catering Kitchen Production Director

Reports to: Store Managers, General Manager/COO

Job Type: Kitchen Catering Production

Location: Doylestown/Warminster

Department: Kitchen

Wage Information: Hourly/Salary

Full Benefits: Medical, Vision & Dental – 401k company matched

Job Description:

The Catering Kitchen Production Director will be responsible for handling essential catering kitchen operations. You will be expected to be courteous to the customer, work with Management, other departments, and the team to provide a high level of customer service. It is expected that you will be punctual and conduct yourself at all times in a professional manner.

Duties and Responsibilities:

1. Supervise and oversee catering staff in production and quality standards in all locations.
2. Assisting in maintaining catering kitchen inventory.
3. Produce catering items as per specs, in an efficient and timely manner.
4. Assist in daily kitchen preparation when catering orders and catering preparation are complete.
5. Assist in daily kitchen cleaning routines.
6. Maintain a clean and sanitary work station during all shifts
7. Prepare food daily to support catering production i.e., preparing croutons, sides for hoagie trays, etc,
8. Train new hires for kitchen catering production.
9. Comply and enforce with the catering team the Altomontes uniform policy by wearing a chef coat and have your hair pulled back with a headband or wear an Altomontes baseball hat.
10. Fulfill all shift responsibilities including opening, daily and end of the day duties.
11. Oversee and create the catering production schedule for all locations.
12. Work with kitchen Catering Team along with Catering (FOH) to fulfill customer corporate and regular catering orders in a consistent efficient manor from start to finish.
13. Help with development and creation of Altomontes Seasonal and Specialty Menus
14. Full knowledge of the Altomontes Catering Menus and Spec for all catering items
15. Maintains high food quality and presentation
16. Fulfill all shift duties including opening duties, daily duties and endo the day duties.
17. Maintains a clean, organized and safe working environment
18. Comply with Bucks County Health Department Regulation
