

Cookbook Market seeks a Kitchen Manager who is open and honest, who is an excellent mentor and coach, and who is committed to maintaining high levels of employee satisfaction.

We have been open for 9 years, with locations in Echo Park and in Highland Park. We are obsessed with local, seasonal produce. We sell fruits and vegetables that are picked at the peak of ripeness. As our climate is very similar to the climate in the Mediterranean, our produce is very similar to the fruits and vegetables grown throughout southern Europe and North Africa. This also informs all other products that we stock in both of our stores – our inventory is primarily focused on the cuisines of the Mediterranean.

Much of the food that we produce in our kitchen is also influenced by Mediterranean flavors, and we use all of the same ingredients that we sell in our stores in our prepared foods, including our sustainably grown produce, pasture-raised meats, and organic dairy.

We seek a Kitchen Manager who is very familiar with our local produce, who knows what is in season at any point in the year, and who lets the produce lead the menu.

Our Kitchen Manager will:

- Lead + assist in all kitchen functions, including food purchasing, maintaining food costs, maintaining labor costs, and equipment and kitchen maintenance
- Hire and train all kitchen staff, and therefore know how to work every station in the kitchen, including savory, pastry, pack out, and dish
- Manage kitchen staff scheduling, including schedule change requests and vacation requests to ensure that the kitchen is properly staffed at all times
- Conduct timely kitchen staff reviews and exit interviews
- Conduct kitchen staff meetings when necessary
- Work to improve kitchen staff retention
- Review kitchen timecards weekly with bookkeeper
- Ensure that all kitchen supplies are fully stocked at all times; order and directly purchase kitchen supplies
- Keep back of house organized and clean, assist with receiving orders, and make sure that all orders are checked in and put away correctly
 - Help to maintain an A rating with the LA County Health Department, including keeping track of staff food handler certifications
- Work with owner to develop weekly menus
- Maintain correctly written + scaled recipes
- Cost and price new menu items
- Cook every shift, taste and direct staff accordingly

This is a full-time, salaried position based in our Highland Park store. Daytime hours. The Kitchen Manager will regularly be scheduled to work 5 days per week, with 2 days off in a row. While we prioritize work-life balance, we are looking for someone who can adjust their schedule from time to time to help train new employees and to cover shifts in a pinch as necessary.

REQUIREMENTS: Empathy is the most important trait for any manager. You have to thoroughly understand every job that you will be managing and be able to walk in the shoes of the people you are managing and understand them.

As the Head Cook, you must love to cook, you must be curious, you must love to research food and recipes, and you must know how to make delicious food.

As the Kitchen Manager, you must be extremely organized and detail-oriented, you must be good with numbers, you must know how to trouble shoot equipment-related problems, and you must be obsessed with keeping everything clean. You must also maintain great relations with current + former staff in order to have a wide network to reach out to in times of need.

Our ideal candidate will be familiar with our stores and inventory, have at least 3 years experience as a kitchen manager, have first-hand gardening/farming experience in addition to professional cooking experience, really know about Southern California produce, and love the cuisines of the Mediterranean.

BENEFITS: Employer subsidized health, vision + dental insurance, employer subsidized 401(k), 1 week paid vacation per calendar year, 35% store discount.

COMPENSATION: \$60-\$70K annually, DOE

Please submit your resume + cover letter to Marta Teegen – marta@cookbookla.com