



Role Specification

Job Title	Back of House (BOH) Supervisor
Job summary	We are looking for an experienced and passionate back of house supervisor to help us launch the Water's Edge, which is expected to be a premier fast casual dining venue on Borough's Square in Portsmouth. The ideal candidate for this position has previous experience preparing Dominican cuisine, enjoys working in a busy kitchen environment and is capable of giving direction well and multi-tasking effectively.
Responsibilities	<p>Food Preparation & Presentation</p> <ul style="list-style-type: none"> • Prepare and maintain standard recipe cards and cooking standards for menu items that are prepared in the kitchen. • Ensure that all food and products are consistently prepared according to the kitchen's recipes and cooking standards. • Prepare and maintain ingredient specifications for all recipes or finished items. <p>Operations</p> <ul style="list-style-type: none"> • Establish and maintain kitchen-operating procedures. • Work with the Water's Edge Manager to plan and price menu items, adjusting for seasonal availability. • Order all ingredients according to predetermined ingredient specifications and in correct unit count and condition. • Ensure deliveries are received in accordance with the kitchen's procedures. • Maintain accurate inventory records and conduct full weekly inventory count. • Control food cost and usage by following proper requisition of ingredients from storage areas, ingredient storage procedures, standard recipes and waste control. • Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following preventative maintenance schedules. • Prepare all required paperwork in an organized and timely manner. <p>Staff Supervision</p> <ul style="list-style-type: none"> • Provide orientation and training in company policies and kitchen procedures. • Supervise kitchen personnel and administer prompt, fair and consistent corrective action for any and all violations of kitchen policies and procedures. • Oversee the use and safe operation of all kitchen equipment and utensils, providing training as necessary. • Monitor staff adherence to cleanliness and sanitation requirements. <p>Customer Service</p> <ul style="list-style-type: none"> • Respond personally to customer questions and complaints. • Fill in where needed to ensure customer service standards and efficient operations. <p>Health & Safety</p> <ul style="list-style-type: none"> • Maintain appropriate cleaning schedules for kitchen floors, walls, combi ovens, hoods, other equipment and food storage areas. • Check and maintain proper food holding and refrigeration temperatures. • Follow safety procedures, including first aid, CPR, lifting and carrying objects and handling hazardous materials.
Skills, Experience, Knowledge and Qualifications	<ul style="list-style-type: none"> • A minimum of 5 years of experience in varied kitchen positions. • At least 6 months experience as a back of house supervisor. • Ability to work flexible hours, including nights, weekends and holidays. • Excellent interpersonal skills to facilitate customer service and staff supervision • Cooperation and team leading skills. • Resilience to thrive under pressure in a fast-paced environment • Problem-solving ability, to resolve issues as they arise. • Good business awareness for achieving successful performance. • Awareness of hygiene, and health and safety regulations. • Be able to reach, bend, stoop and frequently lift up to 50 pounds. • Ability to work in a standing position for long periods of time