

VFW Post 10148 Standard Operating Procedures

Kitchen Manager

- I. Introduction – This Standard Operating Procedure (SOP) defines the Kitchen Manager position and establishes the duties and responsibilities of the Kitchen Manager. While this document provides specific direction for the Kitchen Manager, if any portion of this SOP is in conflict with any VFW Post, Department, or National By-Laws or Rules, or any Municipal, County, State, or Federal laws or regulations, the latter documents' requirement takes precedence.
- II. General – The primary duty and responsibility of the VFW Post 10148 Kitchen Manager is to manage the Post food service operations in a manner that will produce properly-prepared food offerings for VFW and Auxiliary members and their guests.
- III. Expectations – The Kitchen Manager must:
 - a. Be of good character and integrity.
 - b. Maintain a neat, professional appearance.
 - c. Be bondable.
 - d. Possess a driver's license.
 - e. Obtain and retain supervisory food handler certification.
- IV. Chain of Command – The Kitchen Manager reports to the Canteen Manager. The Canteen Manager reports to the House Committee. The House Committee is responsible to the Post membership.
- V. Duties and Responsibilities – The duties and responsibilities are grouped by Personnel Management, Food Service Operations, Inventory Management, and Expense/Income Accountability.
 - a. Personnel Management
 1. Maintain a professional relationship with all VFW and Auxiliary members, volunteers, other Post employees, and vendors.
 2. Ensure all food service personnel are adequately trained and possess a valid food handler certification.
 3. Ensure all food service personnel maintain proper hygiene and dress.
 4. Maintain a readily-accessible binder of all food handler certifications and DOH inspections.
 - b. Food Service Operations
 1. Understand and enforce all applicable VFW Post, Department, and National By-Laws and Rules. Ensure food service operations are in compliance with applicable Municipal, County, State, and Federal laws or regulations.
 2. Prepare a monthly food service menu for posting in the canteen.
 3. Assist the Auxiliary with Monday Night Dinners.
 4. Prepare and serve the posted menu items on Tuesday and Wednesday nights.
 5. Manage the kitchen on Friday Steak Night serving as the coordinator between the chef and the serving staff.
 6. Prepare and serve Sunday Breakfast.
 7. Ensure the kitchen is thoroughly cleaned after each food service operation.

8. Inform the Canteen Manager or any Facilities Committee member of any kitchen equipment repair or replacement needs.
 9. Coordinate with the Canteen Manager and the House Committee on any special event requiring food service.
- c. Inventory Management
1. Coordinate with the Canteen Manager to ensure sufficient stock of food and supplies to meet food service operations.
 2. Manage and rotate food stocks using a JIT approach to maximize freshness and minimize loss.
 3. Ensure no stock is borrowed from or loaned to other bars or restaurants.
- d. Expense/Revenue Accountability
1. Establish expertise with the Point-of-Sale (POS) system.
 2. Verify the Food Service Bank with the bartender on duty prior to each food service event.
 3. Turn-over all POS reports, receipts, and revenue to the bartender on duty after each food service event.
 4. Provide properly annotated expenditure receipts/invoices to the Canteen Manager for submission to the Quartermaster.
 5. Prepare and present a Kitchen Manager's report at the monthly House Committee meeting.

VI. Authority – The Kitchen Manager has the authority to manage the day-to-day operations of the kitchen subject to this SOP and the oversight of the Canteen Manager and the House Committee. If in doubt as to authority for any non-emergency occurrence, contact a member of the House Committee for guidance. Specifically, the Kitchen Manager is not singularly responsible for hiring or dismissing food service employees. This is a decision for the Post membership based on review by and recommendations from the House Committee. It is expected that the Kitchen Manager will exercise good judgment and discretion in all decision-making.

My signature below signifies that I fully understand and acknowledge VFW Post 10148 Kitchen Manager SOP. I also acknowledge that other duties and responsibilities may be assigned as needed at the direction of the House Committee or the Post Commander.

Kitchen Manager (Print Name)

Kitchen Manager Signature/Date

House Committee Chair (Print Name)

House Committee Chair Signature/Date