Todo Verde Mission
Todo Verde is a woman of color owned plant-based Mexican food business that provides healthy and delicious culturally relevant dishes to the Los Angeles community. Our team is committed to advancing food equity in our neighborhoods, and are working to create lifestyle shifts in healthy eating and self care through awareness and access to naturally good food.

Kitchen Manager Description
Todo Verde’s Kitchen Manager is responsible for managing kitchen operations, scheduling kitchen team shifts and coordinating deliveries, managing inventory levels, creating shopping lists and sourcing items needed for kitchen preparation, maintaining a sanitary and organized kitchen environment, and practicing health code regulations to provide safe food to our community.

Essential Duties
- Manage kitchen staff, food preparation, and coordinate food orders
- Schedule kitchen team shifts and delivery staff shifts
- Communicate with team especially during heavy shifts, resolving conflicts and getting the job done
- Recruit and train kitchen staff on preparation work and food plating techniques
- Keep eyes on a lot of elements including food standards, costs, safety, etc
- Maintain inventory levels, conduct full weekly inventory, and order materials, supplies, and ingredients based on demand
- Transport, replenish, and stock food and supplies inventory
- Assist with menu changes and adjustments based on seasonal availability
- Assist with recipe development as needed
- Price menu items in collaboration with the founder/chef
- Food preparation using high-power blenders, knives, citrus squeezers, etc
- Use standardized and non-standardized recipes and ingredients to prepare, create, and process foods
- Knowledgeable and practice food safety codes and governing standards; federal, state, local and accreditation agencies
- Check food and cooler temperatures frequently throughout shift and notify team immediately of any food out of compliance
- Inspect items for integrity and dispose outdated and less than maximum quality products
- Maintain stations, storage, equipment, utensils, surface areas, and coolers in clean orderly condition, compliant with food codes and regulatory agencies
- Assemble and serve food dishes at events as requested
- Work with kitchen lead(s) to coordinate ingredients ordering, food production, catering orders, etc
- Assist in other areas as requested

Additional Requirements and Responsibilities
- At least 2 years of culinary management experience with planning menus and ordering ingredients, etc
- Ability to manage a team in a fast-paced work environment
- Flexibility to work during evenings and weekends
- Valid ID or driver’s license
- Food handler permit/certificate
- Physically capable of lifting 60 pounds for loading and unloading
- Physically capable of standing for long periods of time
- Demonstrate a commitment to service, organization mission and professionalism at all times
- Engage with customers, recommend products
- Treat food with respect, appreciation, and love

Availability
25-30 hours per week typically Tuesday - Sunday

Pay Rate
Starting rate at $25/hour + tips, depending on experience level

If you think you’d be a great fit for the team, please email your resume to us at info@todoverde.org