



## Kitchen Leader (BOH)

<b>JOB TITLE:</b>	Kitchen Leader (BOH)
<b>SUPERVISOR:</b>	<b>Restaurant General Manager</b>
<b>JOB SCOPE:</b>	Ensure that guests are receiving amazing products, made with fresh ingredients, held at the proper temperatures and delivered quickly, in line with Taco Bell Standards. We expect that you will do everything to make sure that the BOH environment is a fun, clean, organized and safe place to work. You will be involved in the help developing other Kitchen Leaders.
<b>JOB QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>Is certified / re-certified on all Food topics in One Source, Team Trainer, receiving and storage, SL-Food Safety, QA Hotline, Bottleneck Management, Game Plan the Experience Marketing Bulletins all within the last 6 months.</li><li>Availability is expected to be flexible</li><li>Knowledgeable on VOC's, CORE, MIC Routine-Food Section, Inventory Checklist, LAST, TRED, Shift Excellence Board, Playbooks, and all other kitchen tools.</li><li>Must be able to demonstrate a sense of urgency, passion for food safety and product quality, and be upbeat and able to motivate others.</li><li>Able to communicate viewpoints and concerns to management team in a constructive manner.</li><li>Is willing to provide and receive helpful, constructive feedback to meet job standards.</li><li>Does the job of a Team Member to standard, even under limited supervision.</li><li>Meets the Taco Bell Code of Conduct standards. Acts in a friendly, courteous and helpful manner toward customers and co-workers at all times.</li><li>Knowledge and understanding of ICOS controls, prep guide, and weights of items</li><li>Experienced in Inventory counting and ordering</li></ul>
<b>CORE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>Trains new Team Members on One Source. Utilizes OTJ and other Resources such as Job Aids, Standard Cards, etc., while following the 4 Step Training Process. Follows up to ensure Training is executed per Restaurant Plans.</li><li>Trains and Coaches team on CORE and Food Safety Standards. Is expected to Complete a Self-CORE Audit and create an Action Plan that is to be followed up on to ensure progress is being made.</li><li>Executes and coaches team on TRED and Bottleneck Management to achieve SWS targets</li><li>Utilizes the Food Section on the MIC Success Routine and coaches team to execute tasks on Shift Excellence Board- partners with the MIC and communicates proactively throughout the shift.</li><li>Utilizes reports in the restaurant to improve CORE and VOC results</li><li>Assists in new product training rollouts for all Food Champions.</li><li>Assist Team Members with all Taco Bell resources – Job Aids, Standard Cards etc</li><li>Submit damaged ingredients to QA Hotline for credit.</li><li>Communicates with RGM on Equipment/Smallware Maintenance and Needs</li><li>Provides feedback to the management team on new hire performance.</li><li>Inventory Management; including counts, ordering, Build-To adjustments</li><li>Completes job responsibilities of a Team Member when not assigned training</li></ul>
<b>One Source Certification Required:</b>	<ul style="list-style-type: none"><li>All Food Champion courses and OTJ's.</li><li>Team Trainer course and OTJ'S.</li><li>Shift Lead Course - Food Quality Course, eRestaurant Inventory Course and OTJ's</li><li>Building Taco Bell Culture – Brand Soul Our Principles, theART of Keeping Calm, Spice Matrix and The Pulse.</li></ul>