

Job Description Template



Hiring?

Use this template as an outline as you create your job posting.

About your Kitchen

Broad job description

- What does this position oversee?
- Does this position manage any employees?
- To whom does this position report?

Position responsibilities (specific)

Experience and skills required

- Work eligibility or visa requirements
- Education
- Language(s)
- Certifications, if any
- Technical expertise
- Demonstrated previous experience in role for which they are applying

Experience and skills preferred

- Anything that is a “nice to have” or would make a candidate more effective in the role, but is not essential to satisfactorily performing job duties

Expected workload and schedule

- Is this position full-time? Part-time?
- Will it require working hours outside of a traditional 8:00 a.m.– 5:00 p.m., Monday through Friday workday?
- Physical requirements

Compensation

- Salary
- Benefits
- Additional perks if appropriate to include, such as admission to kitchen events, flexible remote work time, fitness memberships, transportation passes, etc.

How to apply

- Best channel to send application (email, website form, etc.)
- Should they include a specific email subject line? “Kitchen Manager Position”

Deadline

- Be clear about the date and time you will no longer accept applications.

