



KITCHEN SUPERVISOR

BACK OF HOUSE

The Kitchen Supervisor at B'lets Roastery is responsible for leading all back-of-house operations, including prep management, food purchasing, team training, and kitchen safety. This role ensures all recipes are followed accurately, portions are consistent, and presentation meets B'lets standards. The Supervisor also maintains cleanliness, proper food storage, and health code compliance, creating a safe and efficient kitchen environment every day.



ABOUT B'LETS ROASTERY

BE MINE , BE SMILE

At B'lets Roastery, we brew more than just coffee. We serve happiness in every cup, inspired by the deep roots of Vietnamese coffee culture. Our mission is to deliver handcrafted drinks and heartfelt service in a modern and welcoming space. We're building a team that shares our values of positivity, integrity, and consistency. If you're someone who thrives in a fast-paced café environment and knows how to lead with heart, we want to meet you.

KEY RESPONSIBILITIES

- Ensure staff follow standard recipes, prep methods, and proper portioning
- Lead kitchen prep and beverage batching for multiple locations
- Maintain product quality, food safety, and store cleanliness
- Oversee inventory, food purchasing, and BOH grocery pickups
- Conduct regular food inspections for freshness, quality, and storage compliance
- Train and supervise BOH team members on kitchen operations and safety policies
- Monitor employee meal breaks and ensure compliance with California labor law
- Manage time clock records, including overtime monitoring
- Schedule and ensure regular deep-cleaning of all kitchen areas and equipment
- Report equipment issues promptly to Store Manager
- Support daily workflow, collaborate across departments, and assist in high-volume times
- Perform other BOH tasks and duties as assigned

WHAT WE'RE LOOKING FOR

- Strong leadership and delegation skills
- Keen attention to detail and high standards for quality
- Able to manage competing priorities with strong time management
- Reliable, flexible, and adaptable to store needs
- Comfortable giving and receiving direction
- Strong communication and interpersonal skills
- Intermediate knowledge of kitchen tools and equipment
- Self-starter with problem-solving abilities
- Basic computer literacy (inventory/order tracking, digital schedules)



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JOB TYPE

PART TIME

COMPENSATION

\$20.00/HR. PLUS TIP

- Sick Pay / 40 hrs. per year
- Referral bonus program
- Cal Savers



PHYSICAL REQUIREMENTS

To thrive in this role, team members should be comfortable with the following:

- Staying active and on your feet for extended periods during shifts
- Working in a fast-paced environment, moving quickly between tasks
- Assisting multiple customers while maintaining organization and focus
- Bending, squatting, reaching, and lifting to stock or organize products
- Performing cleaning tasks such as wiping down surfaces and mopping floors
- Restocking both low and high shelves, which may require frequent stretching or kneeling
- Lifting and carrying items weighing between 15–45 pounds

SCHEDULE

- Part-time, up to 28–30 hours/week
- Shifts: 5–8 hours
- Day and evening shifts available
- Weekend and holiday availability required
- May occasionally require overtime with prior approval
- Flexible scheduling

QUALIFICATIONS

- High School Diploma or GED (required)
- Associate's Degree (preferred)
- Food Handling Manager Card (preferred)
- Previous kitchen leadership or BOH supervisory experience strongly preferred

PERKS & BENEFITS

- Complimentary drinks during shifts
- Paid training
- PTO begins accruing on your first day
- Team bonding events & holiday celebrations
- Employee discounts at 30%
- Referral bonus program
- Opportunities for growth
- Fun and team-oriented culture
- Holiday pay (for full-time employees only)