

## Management Structure

Because of the type of food truck business brand that I intend building, I have been able to make provisions for the following employees;

- Chief Operating Officer (Owner)
- Chef / Caterer
- [Assistant Caterer](#)
- Sales Girl
- Cashiers
- Driver
- Office Administrator

## Job Roles, Description and Responsibilities

### Chief Operating Officer (owner):

- Responsible for providing direction for the business
- Creating, communicating, and implementing the organization's vision, mission, and overall direction – i.e. leading the development and implementation of the overall organization's strategy.
- Responsible for the day to day running of the business
- Responsible for fixing prices
- Evaluates the success of the organization

### Chef / Caterer /Cooks:

- Responsible for preparing delicacies
- Makes lists and budget for kitchen supplies
- Oversee the entire kitchen staff
- Responsible for training new cooks
- Makes sure that the meals being whipped up tastes really good

### Kitchen Assistant / Utility Staff:

- Assist the chef/ cook in the kitchen
- Ensures that all the needed cooking ingredients are in supply
- Runs errand for the chef / cook
- Ensures that the kitchen area of the truck is clean and hygienic at all times
- Responsible for washing cooking pots, utensil and dishes when necessary
- Assists in packaging food and snacks
- Responsible for moving packed foods from the kitchen to the point of sale
- Ensures that various types of drinks are present in the fridge per time (get them replaced as soon as they are sold)
- Any other duty as assigned by the line manager