

Restaurant Manager Job Description

Summary:

The Restaurant Manager supervises and coordinates the Food and Beverage operations of our business. Primary responsibilities include managing F&B staff, food and supply ordering, menu planning / modification, anticipating guests' needs, providing excellent guest service and ensuring food safety, quality and consistency. The Restaurant Manager is a role model to all staff and exemplifies what we aspire to be.

Employment Status: Full-Time, Non-Exempt

Reports to: Board of Directors, General Manager, Assistant General Manager

Responsibilities:

- Determines staffing needs for F&B positions
- Interviews and recommend F&B hires to the General Manager
- Trains, continually develops, evaluates and disciplines all F&B staff
- Performs tasks of any F&B position when necessary
- Develops and maintains F&B vendor relationships
- Manages F&B and related supply inventory through ordering, receiving and proper placement of items
- Minimizes costs while maintaining quality F&B
- Maintains and modifies menu offerings, introduces seasonal items
- Calculates COGS to determine profitable F&B product pricing
- Ensures all F&B related areas are clean, well maintained and safe
- Creates, seasonally adjusts and maintains Pars for F&B prep
- Ensures preventative maintenance is completed on F&B related equipment
- Ensures compliance of all health department rules
- Ensures F&B items are served consistently through proper portion sizes, presentation and temperature
- Investigates and resolves guest complaints including F&B quality or service
- Uses advanced planning for all events requiring F&B to ensure quality F&B and customer service
- Utilizes various channels of marketing to increase traffic and sales including website, social media, email, in-center and free samples
- Communicates weekly with General Manager about F&B related needs, including staffing, equipment, concerns and events that may impact business
- Recommends to the General Manager and Board of Directors purchases over \$1,000 needed to maintain or improve efficiency
- Completes any necessary task, project or job duty assigned or deemed appropriate

Desired Skills / Attributes:

- Ability to master a computer-based POS
- Exhibits ethical and honest behavior
- Dependable
- Problem-solver

Restaurant Manager Job Description

- Critical thinker
- Quality driven
- Strong work ethic
- Continual learner
- Positive attitude
- Persistent

Minimum Qualifications:

- High School Diploma or equivalent
- Reliable attendance record
- F&B management experience
- Person-In-Charge Food Protection Certification (proof required)

Desired Qualifications:

- Currently employed
- Manager Food Protection Certification will be required (we will help)
- Experience using Microsoft Office and Excel

Physical Requirements (Reasonable accommodations may be made to enable individuals with disabilities to perform essential work functions):

- Ability to move including standing, sitting, walking, kneeling, bending, turning, twisting for extended periods of time
- Ability to use arms and hands including using hands above shoulders
- Ability to use close vision, far vision, peripheral vision, depth perception and vision during low light conditions
- Ability to speak and hear
- Ability to carry, lift, push and pull objects up to 55 pounds
- Ability to tolerate and function in a loud/noisy environment