

Restaurant Manager

Job Summary:

Plan, organize, direct, and coordinate the workers and resources of the restaurant for the efficient, well-prepared, and profitable service of food and beverages.

Tasks and Duties:

1. Work with chefs and other personnel to plan menus that are flavorful and popular with customers. Work with chefs for efficient provisioning and purchasing of supplies. Estimate food and beverage costs. Supervise portion control and quantities of preparation to minimize waste. Perform frequent checks to ensure consistent high quality of preparation and service.
2. Supervise operation of bar to maximize profitability, minimize legal liability, and conform to alcoholic beverage regulations.
3. Work with other management personnel to plan marketing, advertising, and any special restaurant functions.
4. Direct hiring, training, and scheduling of food service personnel.
5. Investigate and resolve complaints concerning food quality and service.
6. Enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas.
7. Comply with all health and safety regulations.
8. Review and monitor, with bookkeeper or other financial personnel, expenditures to ensure that they conform to budget limitations. Work to improve performance.
9. Perform other duties as assigned by management.

Qualifications:

1. Bachelor of Science degree in hotel/restaurant management is desirable. A combination of practical experience and education will be considered as an alternate.
2. Good organizational skills for dealing with diverse duties and staff.
3. Pleasant, polite manner for dealing with public as well as staff.

Reports to:

Department:

Supervises:

Division:

Date:

Approved: