



SAMPLE JOB DESCRIPTION – RESTAURANT MANAGER

Company: The Restaurant

Position: General Manager

Reports To: Owner

The General Manager of The Restaurant will be responsible for curating a superior guest experience through effective leadership, planning and directing all restaurant activities. Your depth in knowledge of Food & Beverage will lead you to provide the highest quality of service and hospitality.

Duties & Responsibilities

- + Work in partnership with the Executive Chef to execute the smooth and flawless operation of both the Front and Back of House
- + Accountable for managing the day-to-day operations of the restaurant with active presence on the floor leading the team to deliver service excellence
- + Accountable for driving revenue and profit through the development and implementation of strategies, practices and promotions while in keeping with the overall concept
- + Effectively manage the departmental budget
- + Effectively recruit and onboard new employees
- + Train and lead the team in all aspects of the department to ensure service standards are met
- + Promote the growth and development of internal talent
- + Actively manage restaurant social media accounts in partnership with the Executive Chef in accordance with marketing standards (i.e. Facebook, Instagram, Twitter)
- + Manage online reputation by responding in a timely and professional manner, addressing concerns
- + Maintain the safety and sanitation of the restaurant
- + Work in partnership with the Executive Chef (and Bar Manager or Sommelier) to create and maintain all restaurant menus while in keeping with the overall concept
- + Constantly drive innovation by actively promoting your restaurant within the community
- + Adhering to all Company policies, procedures and values

Skills & Qualifications

- ✚ Possessing a Diplomas in Restaurant Management or equivalent would be an asset
- ✚ Demonstrated passion for the industry and guests
- ✚ Knowledge of current Food & Beverage trends
- ✚ Previous leadership experience in an equivalent role
- ✚ Proven ability to drive revenues and profit, without sacrificing employee and guest experiences
- ✚ Proven ability in menu design, offerings, effective marketing plans, and online reputation management
- ✚ Excellent communication and organizational skills • Strong interpersonal and problem-solving abilities
- ✚ Excellent work ethic with a high degree of responsibility
- ✚ Ability to work cohesively as part of a team and build relationships
- ✚ Possess FOODSAFE Level 1
- ✚ Possess Serve it Right Saskatchewan
- ✚ Possess First Aid Training
- ✚ Possessing Service Best would be an asset

Additional Notes:

- ✚ Scheduling flexibility is required to meet operational needs.
- ✚ Hours may include nights, weekends and holiday