



Job Summary: The Restaurant Manager will oversee and manage the daily operations of the restaurant.

Supervisory Responsibilities:

- Hires and trains restaurant staff.
- Organizes and oversees the staff schedules.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees in accordance with restaurant policy.

Duties/Responsibilities:

- Oversees food preparation, ensuring compliance with health, safety, food handling, and hygiene standards.
- Ensures customer satisfaction with all aspects of the restaurant and dining experience.
- Handles customer complaints, resolving issues in a diplomatic and courteous manner.
- Ensures compliance with alcoholic beverage regulations.
- Estimates food and beverage costs.
- Manages inventory and purchases food and supplies.
- Conducts daily inspection of restaurant and equipment to ensure compliance with health, safety, food handling, and hygiene standards.
- Periodically evaluates restaurant equipment for repairs and maintenance; schedules for service.
- Collaborates with cooking staff to develop appetizing menus.
- Maintains sales records and tracks cash receipts.
- Prepares and submits operations reports and other documentation requested by the regional manager.
- Performs other duties as assigned.

Required Skills/Abilities:

- Strong supervisory and leadership skills.
- Excellent interpersonal skills with a focus on customer service.
- Excellent time management skills.
- Excellent organizational skills and attention to detail.
- Familiarity with food handling, safety, and other restaurant guidelines.
- Proficient with Microsoft Office Suite or related software.
- Previous experience with Toast Software desirable.

Education and Experience:

- High school diploma or equivalent required.
- Previous restaurant experience desired; management experience preferred.

Physical Requirements:

- Ability to traverse all parts of the restaurant quickly.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at times.