



Managers Job Description

As one of our Managers you will have total responsibility and accountability for the restaurant. This will include providing a fast, efficient and effective customer service and carrying out food and beverage activities where necessary.

MAIN TASKS

- Facilitate / arrange the restaurant opening and closing procedures.
- Carry out all banking duties accurately and promptly.
- To arrange rosters to ensure adequate cover within budget allowance.
- To analyse sales results, set sales plans for staff and monitor outcome.
- Liaise with Head Chef/ kitchen staff regarding "chef's recommendations" and menu related issues.
- Regularly liaise with Directors, General Manager and Head office staff to ensure they are informed of all developments / staff issues.
- Understand and analyse profit and loss accounts and take appropriate and prompt action where necessary.
- Regularly audit outlet regarding standards of staff, restaurant, OH&S issues, maintenance, equipment, uniform standards, etc.
- Ensure that all legal requirements are adhered to including RSA, OH&S, Food Hygiene, etc.
- Deal with staff and customer disputes as and where appropriate and notify the General Manager of issues/outcomes, where appropriate.
- Complete all paperwork accurately, legibly and clearly.
- Verify timesheets, check staff timesheets and pass them onto Head Office Payroll dept.
- Comply with the requirements under the Responsible Service of Alcohol.
- Attend all meeting and training sessions.
- Comply with company policies and practices.
- Any other adhoc duties as directed by management.