

Restaurant General Manager

Job Purpose: Delivers revenues and profits by developing and providing appealing restaurant service; managing staff.

Restaurant General Manager Job Duties:

- Establishes restaurant business flow by surveying restaurant demand; reaching out to people in the community; identifying and evaluating competitors; preparing financial, marketing, and sales projections, analyses, and estimates.
- Meets restaurant financial objectives by preparing strategic and annual forecasts and budgets; analyzing variances; initiating corrective actions; establishing and monitoring financial controls; developing and implementing strategies to increase average meal checks.
- Attracts patrons by developing and implementing public and community relations programs; evaluating program results; identifying and tracking changing demands.
- Controls purchases and inventory in communication with VP of Restaurants and Director of Restaurant Operations by reviewing and evaluating usage reports; analyzing variances; taking corrective actions.
- Maintains operations by preparing policies and standard operating procedures; implementing production, productivity, quality, and patron-service standards; determining and implementing system improvements.
- Maintains patron satisfaction by monitoring, evaluating, and auditing food, beverage, and service offerings; initiating improvements; building relationships with preferred patrons.
- Accomplishes restaurant and bar human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining management staff; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Maintains safe, secure, and healthy facility environment by establishing, following, and enforcing sanitation standards and procedures; complying with health and legal regulations; maintaining security systems.
- Accomplishes company goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications: Accounting, Developing Budgets, Financial Planning and Strategy, Decision Making, Process Improvement, Strategic Planning, Verbal Communication, Customer Focus, Management Proficiency, Managing Profitability, Quality Focus

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