

# RESTAURANT MANAGER

***Title:***

Restaurant Manager

***Place of Work:***

Restaurant

***Scope and General Purpose:***

Supervise and control the restaurant and bar

- To ensure that the most suitably qualified person is appointed in the event of a vacancy - wherever possible this should be an internal promotion.
- To ensure maximum security in all areas under your control.
- To liaise with customers regarding special functions.
- To ensure that table appointments, including flower arrangements, are impeccable and that tables are set correctly.
- To ensure that stations have their correct mise-en-place.
- To ensure that faults and defects are reported to Maintenance and actioned without delay.
- to maintain high standards of morale and personal appearance of all staff.
- To ensure fair and equitable discipline, yet complying with house or company regulations.
- To investigate and action the causes of staff grievances.
- To be aware of all statutory regulations affecting safety and ensure that any safety hazard is rectified.
- To ensure that all stocks and supplies are timeously requested, correct stock levels maintained and stored under optimum conditions.
- To ensure regular stocktaking of all operating equipment at specified intervals.
- To ensure that operating equipment is used properly and not abused, e.g. serviettes and waiters' cloths used for cleaning.
- To ensure effective communication by attending meetings as required and holding staff meetings on a regular basis to impart information.
- To hold regular On-the-Job training sessions to ensure that staff can perform their duties correctly.
- To administer in a fair and equitable manner.
- To give feedback on guest letters and comments.
- To maintain a high degree of interest in self-development, displaying this by making suggestions for realistic improvements.