

Jamestown Brewing Co Inc. Job Description

Job Title: Restaurant Manager

Reports To: General Manager

FLSA Status: Exempt

Summary: Responsible for the overall planning and directing of functional activities of the restaurant and brewery including marketing, sales, accounting, and general administration by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Responsible for overall operations of restaurant, front and back of the house.*
2. Reviews food and beverage costs with executive chef.*
3. Approves requisitions or purchases supplies.*
4. Confers with food preparation and other personnel to plan menus.*
5. Responsible for related activities such as dining room and bar operations.*
6. Reviews restaurant weekly work schedule.*
7. Inspects food and food preparation to maintain quality standards and sanitation regulations.*
8. Investigates and resolves food quality and service complaints.*
9. Reviews financial transactions and monitors budget to ensure efficient operation.*
10. Ensures expenditures stay within budget limitations.*
11. Controls and counts all charge and cash purchases at the end of each meal period.*
12. Maintains a program for sound employee relations and safety of all employees.*
13. Oversees and monitors portion control standards of food and beverages for the staff.*
14. Initiates and oversees in house promotions for the restaurant.*

15. Prepares the annual budget and plans for the restaurant including sales goals, profit projections, capital requirements, and staff requirements.
16. Reviews the general business climate for the restaurant.*
17. Adjusts staff and inventories as needed.*
18. Ensures financial reporting is consistent with restaurant standards and produced monthly.*
19. Promotes and directs restaurant marketing programs.*
20. Maintains the facilities of the restaurant to produce high quality food at the lowest possible cost.*
21. Ensures customers are serviced at the highest level of satisfaction through quality food, courteous employees, and quick response to needs.*
22. Contracts for and follows up general maintenance and repair to the facility.*

23. Performs other related duties as assigned.

Supervisory Responsibilities:

Manages five subordinate supervisors who supervise a total of seven employees. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises two employees (non-supervisory). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, internet software, point of sale software / tablets, and G-mail.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; and 4 to 5 years' experience as a server; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- [Conflict management skills
- [Time management skills
- [Strong written communication skills
- [Ability to objectively evaluate any situation

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.