**SAMPLE JOB DESCRIPTION: RESTAURANT GENERAL MANAGER**

**Company**: The Restaurant

**Position**: General Manager

**Reports To**: Director, Operations

The General Manager of **The Restaurant** will be responsible for curating a superior guest experience through effective leadership, planning and directing all restaurant activities. Your depth in knowledge of Food & Beverage will lead you to provide the highest quality of service and hospitality.

**Duties & Responsibilities**

* Work in partnership with the Executive Chef to execute the smooth and flawless operation of both the Front and Back of House
* Managing the day to day operations of the restaurant with active presence on the floor leading the team to deliver service excellence.
* Accountable for driving revenue and profit through the development and implementation of strategies, practices and promotions while in keeping with the overall concept
* Create new strategies for growth and put into practice
* Effectively manage the departmental budget
* Effectively recruit and onboard new employees
* Train and lead the team in all aspects of the department to ensure service standards are met
* Promote the growth and development of internal talent
* Actively manage restaurant social media accounts in partnership with the Executive Chef in accordance with marketing standards (i.e. Facebook, Instagram)
* Manage online reputation by responding in a timely and professional manner, addressing concerns
* Maintain the safety and sanitation of the restaurant
* Work in partnership with the Executive Chef (and Bar Manager or Sommelier) to create and maintain all restaurant menus while in keeping with the overall concept.
* Constantly drive innovation by actively promoting your restaurant within the community
* Adhering to all Company policies, procedures and values

**Skills & Qualifications**

* 2-3 years previous leadership experience in an equivalent role
* Demonstrated passion for the industry and guests
* Knowledge of current Food & Beverage trends
* Proven ability to drive revenues and profit, without sacrificing employee and guest experiences
* Proven ability in menu design, offerings, effective marketing plans, and online reputation management
* Able to work in a fast-paced environment
* Problem solving and critical thinking skills
* Excellent communication and organizational skills with strong interpersonal skills
* Excellent work ethic with a high degree of responsibility
* Ability to work cohesively as part of a team and build relationships

**Additional Notes:**

* Scheduling flexibility is required to meet operational needs.
* Hours may include nights, weekends and holidays