

Job Title: Restaurant Manager

Reports to: General Manager

Overview: To provide efficient Food service by ensuring customers are served good quality food, drinks & snacks, promptly and accurately and to maintain the bar and seating areas to a high standard of cleanliness and tidiness.

Duties

- 1/ To perform all tasks to a consistent standard within the department.
- 2/ To prepare, maintain and clean areas for food service.
- 3/ To prepare food in a hygienic manner with attention paid to the Critical Control Points of Food Safety.
- 4/ To use all equipment and products in line with company or manufacture guidelines.
- 5/ To ensure that all food, drinks & snacks within area of responsibility are served and presented to the correct specification with regard to quality and quantity.
- 6/ To identify problems with food quality and report to the appropriate person promptly.
- 7/ To present a positive personal image to customers at all times.
- 8/ To offer assistance to all customers and visitors in the appropriate manner.
- 9/ To receive, handle and store goods following company guidelines.
- 10/ To maintain effective working relationships with colleagues and managers.
- 11/ To attend meetings and training when required and to operate in line with training or information received.
- 12/ To adhere to company rules at all times.
- 13/ To comply with statutory and legal requirements for fire, health & safety, licensing and employment.
- 14/ Ensure that the food bar is fully stocked with all listed items and snacks, and be aware of customer demands in relation to new products.
- 15/ Manage the food bar in such a way as to increase takings and profit whilst maintaining the Inn's standards.
- 16/ Maintain food stocks to an optimum level, such that stock is neither excessive nor unavailable to customers. Stock budgets will be reviewed monthly in line with profit margin.

Key Responsibilities

- 1/ Ensure the food bar staff are trained to, and constantly provide, the Inn's required customer service standards
- 2/ Ensure the food bar areas are clean tidy and well maintained at all times.
- 3/ Ensure food bar equipment is properly cleaned and maintained to ensure the delivery of high quality, hygienic food & drinks.
- 4/ Work with the bar manager and the head house keeper to ensure adequate staff cover for each department.