

[Company Name & Logo]

Restaurant Manager Job Description

[*TEMPLATE NOTE*]: The details in blue below are for you to customize to meet your specific needs. You can also add or delete any irrelevant information and update the “restaurant manager” references to reflect the specific manager type you need (general manager, assistant general manager, floor manager, etc.).

About Us

[*Restaurant Name*] is a [*Restaurant Style*] establishment. Founded by [*chef or owner*] in [*Year*], we’re known for our [*list three details that make your restaurant stand out*]. [*If your restaurant has recently won any awards or was recognized by local publications, add a couple of sentences mentioning them.*]

Restaurant Manager Duties

The restaurant manager reports to the [*Name of direct supervisor or owner*]. The responsibilities include: [*adjust as needed*]

- **Customer Service:** Must interact with the general public in a way that inspires them to recommend our eatery to their friends. That includes providing a warm welcome, asking about their dining experience, and resolving any concerns or complaints. Great customer service must also extend to internal customers (employees) and suppliers (vendors).
- **Health & Safety:** Abides by food safety and fire safety requirements, inspecting deliveries as they arrive and preventing the blockage of any emergency exits.
- **Reporting & Analytics:** Audits daily server and bartender shift reports, monitors cash transactions, builds cash banks, and balances tills at the end of each shift. Pulls daily labor and sales reports to complete daily manager logs. Analyses weekly inventory and monthly profit & loss (P&L) reports.
- **Sales:** Grows the business through strategic partnership opportunities and community events. Organizes customer loyalty program, hitting enrollment goals. Fields special event inquiries and secures catering contracts.
- **Leadership & Supervision:** Works to inspire employees to do their best through onboarding, training, coaching, and supportive feedback. Creates weekly staff schedules and manages the complex details of shift swaps, new hire paperwork, cleaning schedules, and continuing staff development.

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Required Skills & Experience

Our ideal candidate has [number] years experience in a [Position type] position or similar, as well as a [high school diploma or specific degree]. They will also have the following skills and experience: [update this list as needed]

- Able to speak English to interact with employees, vendors, and clients.
- The strength to stand and walk for up to 12 hours a day to assist customers and employees with all restaurant duties.
- The ability to lift boxes up to 50 lbs.
- Proficient in [Specific POS, accounting, inventory, scheduling, or other software]
- Able to work in a standing position for extended periods (up to 12 hours)
- [Restaurant style] dining experience is preferred
- Bilingual (Spanish/ English) language skills are a plus

Benefits & Compensation

Salary Range: [Insert salary range here, for example, “\$60,000 to \$80,000, depending on experience”]

Benefits include:

- [Healthcare - medical, dental, vision]
- [Paid time off - including PTO, Sick, and Holidays]
- [Dining Discount, Dry-cleaning budget, parking, etc.]
- [Quarterly/ Annual] Bonus Program

How to Apply

Please send a cover letter and resume to [email address], or apply online at [insert application link].

[Restaurant name] is an equal opportunity employer and does not discriminate based on age, gender, disability, military status, race, religion, marital status, or any other protected classes under the law.