

# The Wheatsheaf

AT BOUGH BEECH



## Restaurant Manager - Job Description

Job Title: Assistant Manager

Reporting to: (Owner/Head Chef/Manager )

### Overall Objectives:

Supporting the Restaurant Manager to ensure the business operates efficiently and profitably while maintaining the reputation and ethos. Coordinate a variety of activities, be responsible for the business performance, quality standards and health and safety of the restaurant. Combine strategic planning and day-to-day management activities.

### Key Responsibilities:

- Take responsibility for the business performance of the restaurant;
- Analyse and plan restaurant sales levels and profitability;
- Organise marketing activities, such as promotional events and discount schemes;
- Prepare reports at the end of the shift/week, including staff control, food control and sales;
- Create and execute plans for department sales, profit and staff development;
- Set budgets or agree them with senior management;
- Plan and coordinate menus;
- Coordinate the operation of the restaurant during scheduled shifts;
- Recruit, train, manage and motivate staff;
- Respond to customer queries and complaints;
- Meet and greet customers, organise table reservations and offer advice about menu and wine choices;
- Maintain high standards of quality control, hygiene, and health and safety;
- Check stock levels, order supplies and prepare cash drawers and petty cash;
- Ensure all food safety procedures are strictly adhered to according to sanitary regulations;
- Work closely with management and all departments to meet revenue objectives;
- Implement appropriate strategies to resolve adverse trends and improve sales;
- Follow company policies and procedures regarding the handling of cash, property, products and equipment;
- Audit inventory levels to ensure product availability, and order products as necessary.