

# Otter Cove Diner

## Restaurant Manager

### Job Summary

The restaurant manager will oversee entire restaurant operations and is responsible for leading and managing the restaurant. They will be responsible for tasks such as restaurant marketing strategies, hiring and training staff team members, overseeing food quality, developing/inspiring exciting menu ideas, maintain relationships with vendors as well as greeting and serving restaurant guests.

### Duties and Responsibilities (included but not limited to)

- Planning new and/or updating existing menu
- Organize and supervise shifts, maintain staff scheduling
- Hire, train and evaluate staff performance
- Ordering food and supply items as needed
- Monitor labor and product expenses
- Respond efficiently to customer questions and complaints
- Ensure food handling safety and sanitization requirements
- Maintaining high food quality standards for our guests
- Handling day to day operations and issues as they arise

### Job Skills and Qualifications

- At least 5 years experience in the food and beverage industry
- At least 2 years in a management position or similar role
- Familiar with restaurant management software or POS systems
- Must be good at communication and problem-solving
- Great financial management skills
- Strong leadership, motivational and people skills
- Must be a team player with good time-management
- Culinary diploma or degree in business administration is a plus