

Burger King General Manager Job Description

Duties and Responsibilities:

- Follow established policies in managing the operations of the restaurant to achieve set objectives
- Ensure adequate staffing levels at restaurant to achieve efficient operation and delivery of quality service to customers by scheduling work hours of assistant managers, shift supervisors, and [crew members](#), hiring new employees
- Oversee food preparation and serving by directing and coordinating the process, and sometimes participating in it
- Ensure food served to guests are of the right quality and quantity
- Ensure a neat and safe environment by maintaining safety and sanitation standards; ensure proper maintenance of building and equipment
- Attend swiftly to and resolve all complaint from customers personally or train someone to handle the tasks effectively
- Responsible for planning and executing restaurant's community relation and promotional campaigns
- Responsible for the preparation of the coming fiscal year's business plan in collaboration with the District Manager or the Above Restaurant Leader (ARL)
- Perform appraisers on employees and use report in promoting and/or rewarding top performing employers, as well as in sanctioning or termination of employees' job
- Responsible for finding the best talents that can achieve company's objectives; recruit and train them, and if necessary terminate their job
- Ensure proper documentation and safety of business records so as to have accuracy in inventory orders and sales activity
- May assist in any duty, or work in any shift to ensure restaurant operations run smoothly

- May have to make deposits at the bank and balance cash drawers personally.

Burger King General Manager Requirements – Skills, Knowledge, and Abilities

- High School Diploma or its GED equivalent, or two years of college education, or its equivalent work experience
- At least four years of experience in a management position in restaurant or hospitality, or retail environment
- Self-motivated individual with excellent customer service skills
- Strong ability to remain organized and be effective in a fast-paced environment
- Strong ability to apply Window-based computer packages and math principles
- Strong verbal and written communication skills
- Proven ability to effectively train, mentor, and motivate a team to achieving top performance
- Possession of good and reliable means of transportation
- Strong ability to work on multiple tasks simultaneously without being overwhelmed.