

Restaurant General Manager Job Description

- Hire, train, and mentor restaurant staff
- Ensure that all quality control and performance standards are met
- Maintain inventory of supplies, equipment, food and liquor for resale or consumption on premises or for delivery to other locations under the restaurant management's supervision
- Act as liaison between customer service representatives and kitchen staff to ensure satisfaction with product quality and consistency of menu items served
- Order supplies, equipment, food and liquor for resale or consumption on premises or for delivery to other locations under the restaurant management's supervision
- Prepare employee schedules for approval by corporate staff or franchisee owner
- Ensure that all safety and sanitation regulations are met by staff members, maintenance personnel and contractors
- Monitor customer traffic flow and seating capacity to ensure maximum profitability of the business
- Maintain trust, respect, and confidentiality of all customer information (credit card numbers, addresses)
- Oversee the hiring of employees in accordance with each restaurant's new hire procedures (including drug screening) to ensure the development of an effective and productive workforce.