

Bar/Restaurant Manager Job Description

Position- Bar/Restaurant Manager

Responsible to - General Managers - Dave Kelly & Inger Nicholson

Responsible for - Head Chef, Bar and kitchen Staff.

Primary objectives- To have sole responsibility for the efficient running of the Bar and the café. This must be done in accordance to operational practice under the current law. The Bar should be run effectively, efficiently and profitably for the company.

Reaching these objectives will involve the following Key tasks:

Tasks & Expected Outcomes:

1. Sole responsibility for the Bar and the running of the café when on duty & on call after hours. - Equipment failures & emergencies are dealt with as soon as possible.
2. Operations adhere to the Law and our Host responsibility Policy. - Good Customer service and security.
3. To comprehend and correctly operate the till software. - Accountable for accurate cash handling and all guest accounts.
4. To act as after -hours reception for the Hotel. - Efficient guest check in
5. Opening and Locking up. - Procedure is adhered to.
6. Efficient ordering of stock. - Stock control & Stocktake.
7. Organising of promotions - Marketing the business.
8. Pokie machine maintenance. - Machine availability & reconciliation.
9. Staff Training. - Increased productivity & customer satisfaction.
10. Building & Grounds Maintenance. - Up keep of the property when required.
11. Courtesy Coach Driver - Must have Full NZ licence for operating a manual vehicle.

Person Specification

The Bar & Restaurant Manager must have good social skills and will need to be a good communicator as this position requires a lot of interaction with customers and other staff members. It is essential to have an active interest in learning the local knowledge, product knowledge and the culture of the business.

The Bar & Restaurant Manager must be able to work unsupervised and be capable of decision making and problem solving when in sole charge of the Bar and in after hours hotel issues.

Authority

* May be involved in the hiring process for staff.

*Hospitality allowance of more than \$50 per week must be approved by the general managers.