



Position Title: Restaurant Operations Manager
Reports To: Sr. Director, Campus Administration and Culinary Operations
Department: Miami Culinary Institute **Job Code:** 0128-00E
Prepared By/Date: Vivian Basit/01-24-2014 **Job Group:** PEC
Approved By/Date: Cristina Mateo/02-04-2014 **Salary Grade:** 16
Revised: **FLSA Status:** Exempt

Summary:

The Restaurant Operations Manager will oversee all food and beverage operations for Miami Culinary Institute (MCI), including Tuyo Restaurant, Roots Cafe, Culinarium courses and catering events. They will work in partnership with the Culinary School to further the education of students. This position is responsible for purchasing, physical maintenance, scheduling, finance, and marketing.

Essential Duties and Responsibilities:

- Hires, schedules, supervises, trains and coordinates the work of 30 plus Food & Beverage (F&B) personnel and Catering and Budget managers
- Ensures controls are in place to safeguard inventory controls
- Manages finances such as budget, payroll and purchasing
- Develops initiatives to build sales, profitability and guest counts
- Responsible for the physical/aesthetic maintenance of the restaurant, cafe and conference spaces
- Manages F&B budgets and costs
- Orders, maintains and inventories beer, wine and liquor
- Develops operational procedures for unit
- Maintains and implements standards of quality in all food and beverage service operations
- Carries out supervisory responsibility following policies and procedures
- Adheres to all Health Department, OSHA and ADA regulations
- Ensures that the restaurant operates efficiently and effectively within the College's educational, fiscal and operational guidelines
- Ensures adherence to all local, state, and federal laws and regulations
- Ensures all safety and security systems and procedures are followed to ensure health and safety of employees and guests
- Ensures established standards of food safety and sanitation are maintained
- Oversees correct receipt, storage and handling of food and beverage products to ensure quality and freshness at all times
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals, and objectives, and policies and procedures
- Knowledge of basic kitchen practices, protocols and procedures
- Possess strong interpersonal skills to effectively communicate with staff, coworkers, and general public
- Knowledge of profit and loss (P&L) statements
- Proficiency in Microsoft Word, Excel, Outlook, and Point of Sale (POS) systems
- Excellent verbal communication skills
- Possess self-motivational skills and hands-on management approach
- Possess impeccable service standards and attention to detail
- Possess strong skills in organization and efficiency
- Possess experience in managing multi-unit food service facilities

- Ability to work a flexible schedule to include evening and weekend assignments
- Ability to work in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 50 pounds. Any lifting in excess of 40 pounds requires the use of back brace and dolly.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree from a regionally accredited institution, and seven (7) years of restaurant management experience; or any equivalent combination of education and experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name