



STAR★NOODLE

Restaurant Manager Job Description

Job title	Restaurant Manager
Reports to	General Manager, Executive Chef, Corporate Chef

Job purpose

The Restaurant Manager is responsible for the day-to-day planning, scheduling, development and directing of service operations, and facility maintenance. This involves a large degree of supervising the floor staff, as well as keeping an eye out for problems that arise on the floor and seizing control of a situation at a moment's notice. The Restaurant Manager may also need to effectively discipline underperforming staff members, as well as provide incentives for staff members to go above and beyond the expectations of their particular job roles. Further, Outside of the restaurant, the Restaurant Manager may be required to work or attend off-premise events.

Duties and responsibilities

- Lead and coaches with enthusiasm a well-trained team of line-staff to provide excellent service as well as food quality while maintaining our brand and service culture.
- Safety. Service.
 - Provide accurate service according to standards and timing while maintain knowledge of foods and service standards.
 - Maintain a clean work environment.
 - Maintain a Safe work environment.
 - Promote and provide guest service support to fellow co-workers – front of house, cooks, next team on shift, etc.
 - Maintains Stage Presence while on shift.
 - Maintains floor presence as scheduled.
- Maintains working equipment, accurate product inventory and any necessary items or tools that would make a better, more efficient, safer, or cleaner work environment.
- Communicates effectively, efficiently and constantly with Leadership team

Performs other related duties as assigned or required.

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Specific Job Knowledge, Skills and Abilities

- Must possess and maintain adequate computer and POS skills
- Enjoys and provides superior customer service.
- Treats customers and co-workers with courtesy and respect
- Positively responds to requests for assistance from co-workers and guests
- Can maintain a pleasant smile and demeanor throughout the shift.
- Requires good communication skills.
- Excellent working knowledge and practice of lateral service.

- Incorporates range of motion for optimal efficiency.
- Takes initiative to assist in all areas of the restaurant
- Helps all stations and sections when possible.
- Is self-motivated, especially under pressure
- Maintains composure under pressure
- Has good problem solving skills
- Is willing and able to attend classes and certifications required for the position.

Working conditions

- This position requires grasping, writing, standing, sitting, walking, repetitive motions, bending, listening and visual acuity is required
- Must be able to bend, stoop, squat and stretch to fulfill required daily tasks.
- Requires manual dexterity to use and operate all necessary equipment.
- Must be able to perform office work for up to 8 hours at a time
- Must be able to remain on your feet for 8 hours in continual movement.
- Must be able to lift up to 30 lbs. on a regular and continuing basis.
- Must be able to lift up to 50 lbs. occasionally.
- Must be able to work in an area where air temperatures and kitchen equipment exceed 90 degrees.

Health & Safety Standards

The success of any company wide endeavor is largely dependent upon all employees and values each employee's involvement to realize its goals. All employees are:

- Encouraged and expected to become involved in all aspects of this General Health & Safety Program.
- Expected to utilize established avenues to solicit and receive comments, information, and assistance where safety and health is concerned.
- Expected to perform their job duties in a manner that is safe for themselves, as well as those around them.
- Required to abide by all safety and health policies, procedures, and rules established by this company.
- Required to adhere to the safety and health regulations established by federal, state, and local agencies.
- Expected and required to adhere to all aspects of this General Health & Safety Program. This is not optional. Your continued employment is contingent upon recognizing and abiding by the safety and health policies, procedures, and rules established in this plan.

Qualification Standards

Education

- High school or equivalent education.

Experience

- 3-5 years minimum working experience in related position

I have reviewed my job description:

Print Name: _____ **Signature:** _____ **Date:** _____

I verify that the job description was reviewed with employee on date:

Print Name: _____ **Signature:** _____ **Date:** _____