

Manager - Restaurant

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Job Description

POSITION OBJECTIVE

A restaurant manager's primary role is to manage and control the day to day restaurant operations

Key Responsibilities

Ensure that FOH and BOH staffs are familiar with the day's requirement.

Ensure training of all staff is done prior to restaurant opening and whenever needed to maintain excellence of operation standards.

Responsible for coordination with all related parties during the Pre-opening Phase of the restaurant to ensure that the Opening Date is reached with full readiness of entire aspects of staffing, training, stocking, menu, budgets, Marketing Plan, and all other aspects of operations.

Ensure that all staff is treated fairly and with commonly accepted courtesy.

Ensure that time tables, leave rosters and attendance registers are up-to-date.

Coordinate with the executive chef and bartender for new menus as needed and to create a wide variety of new dishes and beverage list.

Ensure that all communications between restaurant and kitchen run smoothly.

Ensure that all purchased order have been delivered and stored.

Responsible for the Profit and loss statement of the restaurant.

Responsible for achieving set revenues and sales targets for the entire operation of the restaurant on both Floors.

Managing the prompt efficient and courteous serving of food and beverage in the restaurant.

Schedules working hours of all Service staff, taking into consideration volume of expected business (Reservations and timetables) and ensure that attendance registers are kept daily and that any absenteeism is immediately brought to the attention of the HR.

Ensure that all staffs are under control are fully informed in respect of disciplinary procedures, the handling of grievances, etc.

Ordering supplies and to ensure that all stocks are ordered to the correct quantities, quality and price.

Managing all administration procedure and ensure that all documents are sent to the appropriate accounts department immediately for processing.

Ensure that expenses are within budget limits.

Managing the Tips division.

Control and manage the monthly inventory.

Managing the day to day function of all restaurant employees, facilities, daily stock checks/stock takes and sales.

Ensure that all stocks are being kept securely and under the correct conditions applicable to each type of commodity stored

Managing the daily briefing with the staff to ensure smooth running of the service sequences

Hold weekly meetings with the Managing Partner to ensure that operation is going as it should and to ensure that any special arrangements are properly communicated.

Responsible for the PR and Marketing activities and communication in order to maximize exposure, footfall and sales revenues of both levels of Restaurant.

Generate weekly, monthly and quarterly reports on all aspects of the restaurant operations, including but not limited to budgets, cost breakdowns and sales breakdowns (per food categories, customer profile, menu items, days of the week, etc)

Health, Safety and Security

Maintain the required standard of operational hygiene according to cleaning rotas at all times.

Be aware of the Restaurant policies and procedures relating to health, hygiene, and fire life safety and ensure your direct reports do the same.

Familiarize with emergency exits and evacuation procedures. Financial Management

To achieve the budget by monitoring and controlling the departmental operations, considering restaurant and expenditure.

On an ongoing basis, control and analyze departmental costs to ensure performance against budget; implementing corrective measures where necessary to produce positive business results.

General:

Comply with the company's corporate code of conduct.

Familiarize yourself with the company values and model desired behaviors.

Perform tasks as directed by the Management in pursuit of the achievement of business goals.

About Us

“Apparel Group is a global fashion and lifestyle retail conglomerate residing at the crossroads of the modern economy – Dubai, United Arab Emirates. Today, the Apparel Group caters to thousands of eager shoppers through its more than + stores and 75+ brands across all platforms employing 17, multicultural staff covering four continents.

Apparel group has carved its strong presence not only in the UAE, Kuwait, Bahrain, Oman, and Saudi Arabia but opened thriving gateways to market in India, South Africa, Singapore, Indonesia, Thailand and Malaysia. Additionally, clear strategies are in place to enter emerging markets such as Hungary, Pakistan, Egypt and Philippines. Also, Apparel Group provides customers the experience of shopping from the comfort of their own home with ease and convenience via our E-Commerce site

Apparel Group Operates Brands from around the world, originating from USA, Canada, Europe, Australia, Asia and include leading names in Fashion, Footwear & Lifestyle such as Tommy Hilfiger, Charles & Keith, Skechers, Aldo, Nine West, Aeropostale, Jamie’s Italian to name a few and other key brands include Tim Hortons, Cold Stone Creamery, Inglot, Rituals etc..

The Apparel Group owes its amazing growth to the vision and guidance of its dynamic Chairman, Nilesh Ved, who has taken the company from strength to strength since its inception in the last two decades.”

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