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## Restaurant manager

**Posted by:** GOURMET CARLETON PLACE INC

**Posting date:** 26-Jul-2024      **Closing date:** 22-Jan-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Carleton Place

**Salary:** \$29.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5692998

## Job description:

### Responsibilities

#### Tasks

- Analyze budget to boost and maintain the restaurant's profits
- Develop budget to determine cost of food, ingredients, alcohol, kitchen and cleaning supplies
- Evaluate daily operations
- Modify food preparation methods and menu prices according to the restaurant budget
- Monitor revenues to determine labour cost
- Monitor staff performance
- Plan and organize daily operations

- Recruit staff
- Set staff work schedules
- Supervise staff
- Determine type of services to be offered and implement operational procedures
- Balance cash and complete balance sheets, cash reports and related forms
- Enforce provincial/territorial liquor legislation and regulations
- Organize and maintain inventory
- Ensure health and safety regulations are followed
- Negotiate with clients for catering or use of facilities
- Participate in marketing plans and implementation
- Address customers' complaints or concerns
- Provide customer service

### **Supervision**

- More than 20 people
- Staff in various areas of responsibility

### **Experience and specialization**

#### **Computer and technology knowledge**

- MS Office
- MS Outlook

### **Additional information**

#### **Personal suitability**

- Accurate
- Client focus
- Organized
- Ability to multitask