

## **Restaurant Manager/Chef Job Description**

### **Summary:**

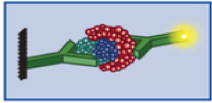
Responsible for the administration and coordination of the services provided by the Vine, and the internal operations of the department that include policy enforcement, personnel, purchasing, customer service, preventive maintenance of equipment and facilities, budgets, menus, etc. Responsible for the promotion and logistics outsourcing of the Vine and Auditorium and for compliance with processes and regulation requirements by the Department of Health and any other government agency.

### **Essential Duties:**

- Responsible for the performance and operation of Company Restaurant
- Responsible for external and internal events (logistics, coordination and operation)
- Responsible for appropriate use of the facilities and equipment of the Vine
- Responsible for Vine personnel
- Responsible for ordering supplies for the Vine
- Participates in the preparation and serving of approved menu items and recipes
- Provides excellent customer service to personnel and administration
- Monitors work areas for proper work flow to ensure that food items are readily available
- Ensure Point-of-sale transactions are timely, accurate and efficient
- Follows all guidelines and regulations pertaining to efficient and sanitary food preparation and service
- Cooperates with Health Inspector during inspections
- Submits all required daily and monthly reports
- Works with staff to clarify food service meal questions
- Follows proper meal accountability procedures
- Maintains proper time management to ensure all work is completed during assigned shift
- Identifies necessary repairs and maintenance on all Vine equipment
- Ability to safely move and relocate heavy objects, up to 50lbs frequently and up to 100lbs occasionally
- Conforms to safety standards as prescribed
- Regular, reliable and predictable attendance
- Performs other related tasks as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of food service, food preparation and operation
- Knowledge of the operation and maintenance of commercial food service equipment
- Ability to prepare and maintain accurate records and reports
- Ability to plan, organize and perform all functions of the Vine
- Ability to manage resources to complete work within assigned schedule
- Ability to manage resources to complete work within pre-determined deadlines



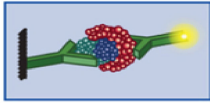
- Ability to work flexible hours and shifts
- Ability to work with employees, management, and internal and external customers
- Ability to recognize and report hazards and apply safe work methods
- Ability to operate computers and learn related software applications
- Ability to interpret and follow instructions

**Job Specifications:**

- High school diploma or equivalent and three to five years related experience in a similar position
- Must have valid driver's license
- Current proof of Insurance
- Maintain clean driving record

The following characteristics are important for success:

- Strong team leadership skills; will lead by example and be willing to pitch in to get the job done.
- Credibility with subordinates, senior management, business partners, relevant agencies and customers.
- A bias for action; effectively develops and executes strategies and plans; demonstrates a track record of achievement.
- Excellent strategic thinking, including the ability to help define the direction of the department in support of company objectives and make the appropriate business decisions to get there.
- A comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement and capable of assisting others to realize the same.
- The ability to set and adhere to the highest level of integrity, morals and ethics.
- A high degree of professionalism with the ability to be a high energy, passionate champion for the company.
- The ability to build closely-knit teams and interacting effectively across disciplines.
- Sensitivity to customer requirements.
- Develop and execute the department operations strategy commensurate with the overall plan for the company. Ensure alignment with customer needs.
- Implement continuous improvement initiatives to drive operations and ensure maximum productivity. Ensure systems are world-class and meet the needs of all internal and external constituencies with an emphasis on process, quality, productivity, budget control, and profitability.
- Develop and implement policies and programs designed to maximize capacity and ensure the highest quality at the lowest cost in a safe working environment.
- Develop and apply appropriate metrics for department goals and objectives in terms of production output, cost, quality, budgeting and forecasting, as well as, the ongoing results of continuous improvement initiatives.



- Create an organization that is flexible and adaptable with the ability to efficiently handle new science and technologies.
- Provide leadership to the department to ensure that teamwork and morale are a fundamental component of world-class output. Create active development plans for the staff.
- Ensure processes are in place to allow transparency of department metrics through management to the QMR team.
- Adhere to all GMP and ISO guidelines.
- Stay in close communication with subordinates and senior management, to be available after hours, weekends, and holidays for contact.
- Return all phone calls as soon as possible and certainly within the same day. On the rare occasion that you are unable to return a call for some dire reason then call no later than first thing the following morning. Keep your cell phone with you and turned on.
- Any time you are unable to report to work due to illness you must speak directly to HR Manager, if that person is not available then to the COO. It is not acceptable to leave voice mails, e-mails or messages with co-workers.
- Leave contact information with the HR Manager and the COO when on vacation in the event you must be contacted.

**Equal Employment Opportunity (EEO):**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.