**Job Description Overview:**

* Accomplishes restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.

* Achieves restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.

* Plans menus by consulting with chefs; estimates food costs and profits; adjusts menus; assists with inventories.

* Controls costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.

* Avoids legal challenges by conforming to the regulations of the alcoholic beverage commission, and all legal jurisdictions.

* Maximizes bar profitability by ensuring portion control; monitoring accuracy of charges; completing inventories and costing.

* Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; complying with all legal regulations; securing revenues; developing and implementing disaster plans; maintaining security and burglar / fire systems; maintaining parking area for customers / monitoring employee parking.

* Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.

* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

* Enhances restaurant and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

If you are interested, email your resume to Michael Francis at kleinsfish@optonline.net.