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| JOB DESCRIPTION FOR BAR /RESTAURANT MANAGER | |
| **POSTION TITLE** | Bar/ Restaurant Manager |
| **OBJECTIVE OF POSITION** | To effect the overall smooth and efficient operation of the business with the primary focus of fostering an on-going positive working relationship with the customer base.  To maximize sales volumes and profitability. |
| **REPORT TO** | Owners |
| **RESPONIBLE FOR** | Bar/restaurant |
| **RELATIONSHIP WITH** | Owner, Staff, Customers, Suppliers, Local Authorities (Police, Liquor Licensing) |
| **DUTIES AND RESPONSIBILITIES** | * Comply with the Sale of Liquor Act 2012 and amendments, Smoke Free Environments Amendment Act 2003 * Comply with the terms and conditions of the premises liquor license * Ensure all staff are aware of their obligations pursuant to the Sale of Liquor Act 2012 and the company’s liquor license is not jeopardized—this includes patron conduct and intoxication * Assume responsibility for the liquor inventory control * Ensure a cost effective bar roster is displayed weekly in advance * Ensure the bar area and behind the bar and all front and back are kept clean and tidy at all times and in accordance to specified standards * Ensure all equipment is kept clean and tidy and in good working condition * Update daily records * Over see food control plan. * Prepare and introduce an on-going calendar of cost effective promotional initiatives in consultation with the owner * Ensure all funds and proceeds belonging to the business are accounted for, secured and locked in the safe before leaving the premises * Ensure the security alarm is activated and functioning before leaving the premises * Ensure the premises is a safe environment for all patrons and staff, and complies with OSH requirements at all times * Maintain and complete the premises incident record book * Participate as a constructive member of the management team with the view to maximizing business sales volumes and profitability * Complete other general duties as the Manager may require from time to time |
| **PERSONAL ATTRIBUTES** | * Hold a current Manager’s Certificate * Honest and reliable * Excellent communication skills * Ability to supervise staff * Positive and professional manner * Excellent personal hygiene * Honest and reliable |

Prepared By: Megan Houghton – Owner

Date: 19/07/2022