

<b>Job Title:</b>	General Manager	<b>Department</b>	FOH
<b>Location:</b>	The Syndicate	<b>Travel Required:</b>	Some travel required
<b>Level/Salary Range:</b>	Private	<b>Position Type:</b>	Full-time salary
<b>HR Contact:</b>	Lindsey Copley	<b>Date Posted:</b>	

**Job Description**

**ROLE AND RESPONSIBILITIES**

The General Manager of The Syndicate is to ensure the daily functions are completed in an efficient, safe, and clean manner. The Manager responsibility is to also monitor food quality and customer experience so we as a company are delivering the best product to customer standards.

Responsibilities:

- Schedule all staff for BOH and FOH
- Assist in creating food and beverage menus
- Pricing of bar menu items
- Entering menu items, discounts, etc. into POS system as needed
- Bar and merchandise inventory and organization
- Ordering of all restaurant items for FOH
- High responsibility for overall cleanliness and organization of the restaurant
- Handling hiring and termination decisions
- Reviewing overall procedures and developing more efficient ways for overall operations
- Train and manage FOH employees including counselings
- Stocking and maintaining inventory
- Ensuring proper cleaning and sanitation procedures are followed
- “Touching tables” and interacting with guests, exercising superior customer service
- Participating in private or public events
- Creation of donation baskets, gift cards, etc.
- Social media posts for the restaurant
- Participating in the planning and execution of public events
- Meeting with reps and vendors to gather information and make sound decisions for the company
- Counting drawers and keeping accurate safe counts
- Making vendor payments and tracking
- An encourager and guide for all staff

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Work experience in a leadership capacity is helpful
- Understanding of food hygiene
- Excellent organizational and time-management skills
- Customer service attitude
- Ability to remain calm and make quick decisions under stressful circumstances
- Flexibility to work during weekends and holidays
- ServSafe certification or willingness to get
- Great communication skills
- No education requirements, but are a plus

**PREFERRED SKILLS**

Time-management, kitchen prep, MS Office, leadership abilities, great communication

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Lindsey Copley	Date/Time:	November 21, 2021