General Manager

The successful candidate will be responsible for maintaining the account in accordance with the approved budget while meeting client expectations. Conduct safety, sanitation, and maintenance programs. Maintain excellent relationships with employees, guests, and client as well as other departments within the operation. Promote the professional growth and development of the entire team. Foster strong interdepartmental relations and integrate the dining service department with the facility plan of operations. Additional responsibilities include but not limited to the following:

- Participate in employee meetings, reviews, and training programs
- Manage in compliance with Restaurant Associates established policies and procedures
- Manage in compliance with local, state, and federal laws and regulations
- Maintain food cost while ensuring quality standards
- Establish and maintain good rapport with staff, client and guest and other departments
- Financial acumen for all areas including financial reporting with sales reports P&L reports, writing, and adhering to annual budgets and cash handling
- Analyzing and trending financial data
- Manage purchasing and inventory controls
- Must be knowledgeable on HACCP controls along with proper storage and use of food
- Performs related duties and special projects as assigned

Qualifications:

- Bachelors degree is preferred, or equivalent professional experience
- 10-12 years upscale food service experience, including 8 years at the management level
- Experience in personnel management including hiring, supervision, evaluation, and succession planning
- Proven track record of achieving company goals in compliance with company/client policies and procedures
- Excellent leadership and organizational skills, flexible and adaptable to constant changes and must possess attention to detail
- Supervisory, scheduling, training, and coaching skills
- Effective problem solving and conflict management skills
- Ability to multi-task as well as stay on task and concentrate with constant interruptions
- Food purchasing, food costs and inventory control
- Ability to create budgets, flash reports, financial targets, and forecasts
- Menu planning in consultation with chefs
- Knowledge of cash handling procedures and reconciliation of multiple cash banks and reports
- Must be knowledgeable on HACCP controls along with proper storage and use of food
- Excellent communication skills both written and verbal
- Exceptional business etiquette and client relations
- Manages time effectively and prioritizes tasks to meet deadlines
- Strong catering experience required
- Conformity to the highest standards of personal integrity and ethical behavior
- Excellent knowledge of Microsoft Office: Word, Excel, and PowerPoint
- ServSafe or Department of Health certification a plus