



Jesse Jays

L A T I N I N S P I R E D K I T C H E N

Job Title: General Manager

As the General Manager of JesseJay's Latin Inspired Kitchen, you would be responsible for overseeing the overall operations and management of a restaurant. Your primary goal is to ensure that the restaurant operates efficiently, meets its financial targets, and provides an excellent dining experience for customers. Here are some of the key responsibilities and skills typically associated with this role:

Responsibilities:

Staff Management: Recruiting, hiring, training and supervising restaurant staff, including servers, cooks, and support personnel.

Customer Service: Ensuring high-quality customer service and addressing any customer complaints or issues that may arise.

Operations: Overseeing daily operations, including opening and closing procedures, inventory management, and maintaining health and safety standards.

Menu Planning: Collaborating with the chef or kitchen staff to develop and update the restaurant's menu. Create and update weekly drink specials.

Marketing and Promotion: Developing strategies to attract new customers and retain existing ones through promotions and marketing initiatives.

Vendor Relations: Managing relationships with suppliers and vendors to ensure timely and cost-effective deliveries.

Performance Evaluation: Conducting performance reviews and providing feedback to employees to encourage growth and improvement.

Financial Management: Creating and managing budgets, monitoring expenses, and ensuring the restaurant is profitable.

Skills and Qualifications:

Leadership: Strong leadership and managerial skills to effectively lead and motivate a diverse team.

Communication: Excellent communication skills to interact with staff, customers and vendors effectively.

Problem-Solving: The ability to quickly address and resolve issues that may arise in a fast-paced restaurant environment.

Software: Ability to work in Microsoft Office applications: Excel, PowerPoint, Outlook and other applications like reservations, POS, scheduling, etc.

Financial acumen: Knowledge of budgeting, cost control, and financial analysis to ensure profitability.

Customer – Focused: A commitment to providing outstanding customer service and enhancing the overall dining experience.

Time Management: Efficiently manage time and prioritize tasks to meet deadlines and maintain smooth operations.

Industry Knowledge: Stay up-to-date with the latest food trends, industry best practices, and regulations.

Adaptability: The restaurant industry can be unpredictable, so the ability to adapt to changing circumstances is crucial.

Stress management: Remain composed and handle pressure well in a busy and demanding setting.

Food safety knowledge: Understanding and enforcing food safety and hygiene protocols