

Chef Lisa Dahl Restaurants Job Descriptions

Position Title: Front of the House Restaurant Manager

Property: Cucina Rustica

Responsibilities: Responsible for the management of all aspects of the restaurant, dining room and function rooms
Directs and maintains a service and management philosophy which guides and leads team members
Responsible for the maintenance and repair of the interior restaurant structure

Requirements: Active Food Handlers Card required
Previous experience in restaurant management

Duties: POS administration; Review Sales for previous day; resolve issues with accounting
Review Daily specials and meet with Chef to discuss any back of the house issues
Manage the floor during the dinner service
 Plan and implement floor logistics including server and busser sections, table settings and guests special requests
 Ensure servers and bussers have an equitable and fair distribution of guests in a well paced environment
Make sure side work is assigned and completed by servers and bussers both at the beginning and end of service
Make sure dining room, bus stations, storage area and bathrooms are ready for service
Communicate misconduct or other staff problems to General Manager and/or Owner
You have the authority to require a front of the house staff member to leave pending further determination if behavior, attitude or performance is detrimental or unsafe to the operation of the restaurant
Make sure applicable Federal/State/Local regulations and documents are in order, esp. labor, liquor and health laws
Prepare work schedules for Dining Room staff paying attention to business trends and labor costs
Monitor staff for tardiness, readiness to work, assign side work as needed
Conduct pre-shift staff meeting to discuss specials, work assignments, and pertinent issues.
Review and take reservations with host and follow up on special requests and pre assign tables if needed
Maintain and assist in hiring as well as train a well organized, well motivated, competent team
Cover or make sure all closing duties are done s
 Make sure POS tables are closed, send credit card batch at end of service
 Ensure lights are all off, all doors secure, kitchen equipment, soup warmer, bread warmer, hood system are all turned off
 Arm alarm
Security
Responsible for maintenance of refrigerator temperature logs
Review with event coordinator the events scheduled well in advance of the event and plan accordingly

Skill Set: Good verbal and written Communication skills
Pleasant personality which allows the ability to multi-task between customers, staff, and back of the house
Knowledge of local, state and federal laws governing equal employment, civil rights, OSHA, wage and hour issues and labor relations.