



Restaurant Manager

Milk & Honey Cafe is growing and looking for experienced managers to join our growing team. This is a fabulous opportunity to join one of America's premier restaurants. We offer excellent benefits including competitive salaries, paid time off, health insurance, 401K and employee discounts.

Job Duties & Responsibilities include but are not limited to:

1. Develop and Manage Financial Plan.

- In conjunction with the Director of Operations, develop an annual budget.
- Monitor monthly compliance to budget with respect to own individual responsibilities.
- Oversee sales for the restaurant
- Assist in the development of a sales plan for all areas

2. Monitor menu content for effectiveness.

- Analyze food and beverage selection with Chef
- Analyze cost ramification of changes to menus
- Monitor customer satisfaction in regards to food and beverage selections.

3. Maintain facility.

- Monitor cleanliness of facility in accordance with Maryland sanitation codes.
- Monitor grounds of facility (i.e. snow removal, property maintenance)
- Interact with external vendors regarding facility emergencies

4. Work closely with the Executive Chef.

- Regarding annual/monthly budget, product quality and pricing, staffing issues

5. Maintain current and accurate reports.

- Develop assigned schedules and monitor other schedules.
- Conduct timely performance evaluations for all staff.

6. Conduct daily customer service checks.

- Do total restaurant walk through to gauge timeliness of service.
- Monitor all tables for quality service, i.e. water glasses filled, bread and butter.
- Converse with guests to gauge satisfaction.
- In conjunction with the Human Resources Director, address customer complaints in a timely manner

7. Manage personnel in an effective and professional manner.

- Interview, hire, train and develop staff. Complete proper paperwork for new hire, rehire, change or termination and give to HR Director in a timely fashion for HR/Payroll.
- Promote a team environment by example and by participating in workload completion when necessary.
- Interact with employees in a sensitive, positive manner and document all necessary info.
- Understand and use Human Resources Policies and Procedures manual.