



Job Description – Restaurant Manager Domenic's Italian Eatery, Burlington, On

The Restaurant Manager role is an all-encompassing role requiring the right candidate to have great communication skills, relationship management and experience in the restaurant industry. The right candidate will enjoy both the front-end customer interaction as well as the back-end operations of the kitchen and managing employee's including hiring & day to day management.

Our Italian restaurant is in its 5th year of business, we are a small, family run business growing beyond its current capacity. We offer flexibility including all week-ends off and working off-site during low-peak hours of the restaurant. We feel we have a good work and life balance for everyone. Compensation for this role is higher than industry standards but balances with the advantages of working in a smaller organization such as time off for appointments, errands during low-peak hours and so on.

Job Summary

The restaurant hours are Monday to Friday 11:00am-8:00pm, you don't need to work 12 hours a day, that's simply the hours of operation you would only be responsible for a 37.5 hour work week, no week-ends. This role is a senior role having 3-6 direct reports, cashier, kitchen manager and kitchen staff. You would report directly to the owner who is a working owner on-site 90% of the time. The right candidate will have 2-3 years experience in supply chain management, procurement management, employee management, and direct customer relations. In addition, but not a requirement, the candidate would have both sales and marketing exposure, helping the business owner with programs to drive increasing sales.

Responsibilities and Duties

- **Customer Service** – the right candidate has excellent interpersonal skills able to carry on an impromptu conversation with customers making them feel at home.
- **Procurement Management** – Procure products on a daily/weekly basis with current and potential suppliers that balances both the needs of the restaurant, with cost to our bottom line. Additionally, this candidate will research potential new suppliers as well ensuring they fit to our culture and processes currently in place.
- **Relationship Management** – This role includes maintaining and establishing good working relationships with our suppliers and partners alike. We act as a distributor for many companies, representing their brand and how they fit into our organization culturally is very important.
- **HR** – This management position includes managing the current staff carrying from 3-6 people. It includes day to day management, task assignments, annual performance reviews and so. The right candidate will have knowledge of the labor laws to ensure compliance of Ontario laws from how long breaks are, to compliance with the termination policies as outlined in the Ontario labor laws.

Qualifications and Skills

- Business Administration Diploma or Degree
- Minimum 2-3 years experience in the restaurant field in general
- Management experience is an asset but not a requirement
- Problem Solving skills important to balance each persons personal agenda's of each of the employee's and management disputes around tip allocation, vacation needs and so on
- Creation and management of the employee schedules an asset but not a necessity
- Proficient in Microsoft applications, specifically word and excel

Salary and Benefits

- The salary range is \$17-\$20/hour
- Flexibility – we offer flexible hours during off-peak hours
- MBO plan – Revenue/Sales program initiatives as created by the owner
- Benefits program for employee's to opt in/out for dental, medical, vision, etc.
- 25% off all food and products sold at the restaurant
- Vacations: 2 weeks the first 3 years, 3 weeks years 4-8.