

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Restaurant Manager	LOCATION:	Hamilton Island
DIVISION:	Food and Beverage	DIRECT REPORTS:	Restaurant Outlet Staff (up to 20)
REPORTS TO:	Food and Beverage Manager	INDIRECT REPORTS:	Kitchen Staff
DATE PREPARED:	January 2012		

JOB PURPOSE

In conjunction with Food and Beverage Manager, responsibility for day-to-day operations of the business outlet, working closely to ensure the business meets financial, operational, legislative and service aims are achieved while maintaining a high level of guest satisfaction

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Total management responsibility for the operation of the restaurant outlet. Coordinating service and production with the kitchen, stewarding and bars to achieve a consistently high standard of service and product thus ensuring guest satisfaction
- Responsible for the outlet achieving budgeted profit through monitoring product, labour costs and wastage
- Prepares staff rosters at least 7 days in advance according to forecasted occupancy and events to ensure prompt service whilst controlling wage costs
- Responsible for the recruitment of staff in conjunction with the recruitment department. Final interviews are to be conducted by the Restaurant Manager
- In conjunction with the Food & Beverage Manager develops marketing and promotions plan to achieve extra revenue
- Directly responsible for the alarms and security systems for closure including the training of Supervisors
- Ensures EFT transactions, float balance and cash reconciliation is performed according to HIE policy and procedures. Ensures all discrepancies are reported to the Food & Beverage Manager with a detailed explanation
- Process stock requisitions in accordance with par stock levels
- Appraise, encourage, coach and counsel staff utilising a performance review system, ensure frontline performance reviews are conducted for probationary and annual reviews; correct performance issues and counsel as required
- Participate in all training programs as requested by departmental managers

EXPERIENCE & QUALIFICATIONS

- Diploma of Hospitality Management, or equivalent (Essential)
- Demonstrated thorough knowledge and skill set according to the style of the specified outlet (Essential)
- Previous use of Microsoft Word, Excel or equivalent (Essential)
- Proven management skills with the ability to lead and motivate a team, with emphasis placed on team building and mentoring skills and abilities (Essential)
- Certificate IV in Assessment & Workplace Training, or equivalent (Desirable)
- International experience (Desirable)

PERSON SPECIFICATION/SKILLS

- Excellent personal presentation
- Excellent communication and interpersonal skills
- Leadership skills
- Motivating attitude
- Ability to work well under pressure
- Reliable and flexible in terms of shifts and rosters



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KEY WORKING RELATIONSHIPS

- Food and Beverage Department
- Guests of Hamilton Island
- HIE Executive Team and Stakeholders