

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-336-2022
Company Name	Bartartine
Industry	Food and Beverage
Vacancy	Restaurant Manager
Number of vacancies for that position	3
Job Type (FT, PT, Contractual, Seasonal)	FT , Contractual
Major(s)	Hospitality/Management
Degree	BA or MBA
Years of Experience	5 years
Location	Beirut
Remuneration & Benefits	NSSF, Health insurance , Staff discount
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<p>Manage the operation of the restaurant in order to ensure the development of people, profitability, and customer satisfaction.</p> <ul style="list-style-type: none"> ▪ Ensure that all restaurant duties (opening, closing, cleaning, etc.) are performed accurately and in a timely manner, and all checklists filled properly, in compliance with company guidelines. ▪ Ensure that line checks (BOH, FOH) are performed daily, before and throughout each shift in order to ensure that service, quality and safety guidelines are adhered. ▪ Supervise the entire operation of the restaurant during scheduled shifts, to ensure that service sequence steps, quality and hygiene practices, and other policies and procedures are followed. ▪ Ensure that all customers and colleagues are being treated in a friendly and professional manner. ▪ Make sure that all customers' needs are attended to, and all needed corrective actions are taken promptly.

JOB POSTING REQUEST FORM

- Oversee the proper receiving, storing, and preparation, handling and serving of food and beverage items, in line with company quality and safety standards.
- Prepare the managers' schedule, and oversee the team members' schedules to ensure the right staffing levels in each shift.
- Ensure that all team members adhere to the company's grooming and personal hygiene standards.
- Interact with customers in order to drive the highest standards of service.
- Create and execute plans for restaurant's sales, in coordination with the Marketing team, in order to increase sales.
- Interview new applicants to ensure they fit the branch's and company culture.
- Lead, train, monitor, evaluate, and provide feedback to team members and managers, in order to ensure high performance and reach business goals.
- Implement an ongoing training program in order to maintain the highest standards of QSCV (Quality, Service, and Cleanliness & Value).
- Hold monthly meetings with the team members and management team.
- Keep immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
- Perform monthly inventories.
- Control daily cash procedures, including closing cash outs and dealing with cash deposits in order to apply company policies and procedures.

JOB POSTING REQUEST FORM

- Check and analyse monthly results in the dashboard and P&L, and devise proper action plans to meet qualitative and quantitative goals.
- Perform all duties related to shift supervisors in their absence.

Qualifications:

- Advanced knowledge of the Restaurant Business (operational systems knowledge)
- 5 years of relevant experience, 2 of them in managerial position
- Previous experience in a similar concept
- Fluency in English and Arabic
- Ability to correctly pronounce menu in French
- Knowledge in Food Safety standards
- Advanced computer skills