

CAREER  
OPPORTUNITIES

JANUARY  
2024

*The*  
**ELEANOR**  
GREENDALE ROOM WISCONSIN  
  
5636 BROAD STREET

## WE'RE HIRING!

### POSITION: GENERAL MANAGER

#### ESSENTIAL FUNCTIONS:

- Assist with implementing and managing processes, which regulate key activities and legal requirements.
- Ensures the business is run to the company and legal standards regarding Hygiene, Health and Safety, and Licensing
- Monitor the maintenance of the premises and equipment and report on required action to the Operations Team
- Meets restaurant financial objectives by developing finances.
- Controls purchases and inventory by meeting with the account managers.
- Monitor the quality of food, beverage, and service to make sure they are in accordance with company and health standards.
- Maintains patron satisfaction by monitoring, evaluating, and auditing food and beverage service offerings.
- Attracts patrons by developing and implementing marketing, advertising, and public and community programs.
- Proactively manage the security of cash, product, and equipment. Reporting any concerns or recommendations
- Work and liaise with the management team to ensure all areas of concern are dealt with, including up to date HACCP's, fire drills and alarm testing.
- Assist in managing and coordinating all aspects of Health and Safety within the food & beverage departments & kitchen, ensuring that all guidelines, risk assessments, safe systems of work are implemented and that all employees are fully trained in all aspects of health and safety.
- Accomplishes restaurant and bar human resource objectives by recruiting, selecting, orienting, and training.
- Ensure that the business is effectively managed and staffed.
- Work closely with all heads of department to maintain a stable team so that service levels are maintained and the recruitment & training cost to the business are minimized.
- Manage employees in an open and approachable manner to assist in maximizing employee retention.
- Maintains professional and technical knowledge by tracking emerging trends in the restaurant industry.
- Accomplishes company goals by accepting ownership for accomplishing new and different requests.  
Other job duties as assigned.



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**RESTAURANT GENERAL MANAGER QUALIFICATIONS AND SKILLS**

Strong knowledge of front and back of house operations including food, beverages, staff supervision, inventory, and food safety

Strong understanding of cost and labor systems that lead to restaurant profitability.

Strong communication and leadership skills

Comfort working with budgets, payroll, revenue, and forecasting.

Ability to lead and motivate people.

**EDUCATION AND EXPERIENCE:**

High school degree or equivalent.

Associate or bachelor's degree in business management preferred.

Minimum of three years of experience in a Food & Beverage management/department head position.

Ability to be flexible with work schedule including nights, weekends, and holidays.

Meticulous attention to detail

Food Handler Certification required. Certified Food Service Professional preferred.

Skills Needed: Motivational, verbal communication, written communication, and manageability.

**BENEFITS:**

Continued career development

Discount dining

Medical, dental, and vision insurance

PTO

