

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

RESTAURANT MANAGER: JOB DESCRIPTION

Revision date: August 20, 2019

Position type: permanent full time

Reports to: Executive Board

Works with: Food and Beverage staff, Office Staff, Director of Finance, Bookkeeper, Director of Communications

Supervises: Food and Beverage staff

Key areas of responsibility: Ensuring efficient and cost effective operation of GSS Food Services

DUTIES

ADMINISTRATIVE FOOD AND BEVERAGE MANAGEMENT (80%)

Management

- Sits on Food and Beverage committee
- Ensures compliance with food services regulations and GSS policies
- Develops and manages food services operational policy and procedures
- Monitors, analysis and reports on financial performance of the restaurant
- Manages promotions and advertising for the Grad House
- Manages administration of the food and beverage services, including tracking invoices, catering billing, and training food services staff
- Works with Kitchen Supervisor on costing of restaurant menu
- Works in the kitchen/on the floor/coffee shop/the bar if needed
- Any other tasks related to the management of GSS food outlets (Grad House and Side Project)

Leadership

- Takes a leadership role in establishing a clear vision for GSS Food Services, and ensuring involvement of all staff in visioning process
- Ensures adherence to restaurant policies and procedures
- Ensures adequate communications between the restaurant and the office and the GSS Executive Board
- Acts as immediate supervisor for Food and Beverage services staff
- Handles customer complaints

Administration

- Handles day to day administrative duties of the food services

- Coordinates staff schedules for Food Services Operations
- Manages point of sale system
- Handling any staff questions about payroll, gratuities, holiday payroll in coordination with the GSS accountant and GSS management
- Ensures all invoices and cash out paperwork is provided to the bookkeeper each week
- Meets with the bookkeeper weekly
- Manages relationship with suppliers and service providers related to Food and Beverage operations
- Ensures financial protocols are followed (e.g. Procedures for cash out, discounts)
- Ensures food and liquor inventory procedures are in place, and analyzes inventory reports
- Ensures invoices are entered into Optimum control inventory system weekly
- Orders beer and purchases liquor
- Ensure catering procedures are effective, clear and consistent
- Manages major catering orders (planning menu, quoting prices, ensuring invoice information is provided to bookkeeper), in consultation with the Kitchen Supervisor
- provides information on catering events to the bookkeeper for invoicing

CAPITAL PROJECTS, FACILITIES AND EQUIPMENT (20%)

Capital Purchases

- Work with Executive Director and Executive Board to establish long range capital plan for the building
- Assess needs for capital repairs and equipment replacement (furnishings, computers, phones, etc).
- Obtain competitive quotes for new equipment and furnishings
- Advise the Executive Board on capital purchases
- Facilitate capital purchases through UVIC and other suppliers
- Assist in capital planning and budgeting
- Ensure maintenance of equipment manuals
- Ensure consistent look and colour scheme for building furnishings
- Maintains capital inventory records

Renovations

- Manages aspect of renovation projects relevant to their portfolio, such as equipment, facility, and ensuring changes are functional and adequate for food services uses
- Keeps Executive Board informed on progress of renovations and reports on results of projects under their supervision

Building and System Maintenance

- Manage office technology systems
- Act as primary point of contact for UVIC systems
- Ensure procedures for security of computer systems and point of sale is followed as per UVIC policy and best practices
- Renew and approve maintenance and janitorial services in consultation with UVIC Facilities Management
- Ensures building safety and emergency planning practices are upheld in keeping with UVIC policy