**Duties and Responsibility**

* Coordinating the entire operation of the restaurant during scheduled shifts.
* Maintaining high standards of quality control, hygiene, and health and safety.
* Inspecting Kitchen and Dining Areas.
* Made sure that side work duties were complete and tables were properly set before, during and after opening hours.
* Assigning and coordinating work of employees.
* Ensuring that all employees adhere to the company's uniform standards.
* Organizing and supervising the shifts of kitchen, waiting and cleaning staff.
* To inform about daily events, conducting pre-shift meetings of employees.
* Preparing cash drawers and providing petty cash as required.
* Supervising check or credit policies and procedures and cash handling.
* Supervising a diverse team of people in a fast-paced, high volume environment.
* Meeting and greeting customers and organizing table reservations.
* Advising customers on menu.
* Dealing with and responding to customer complaints, and always ensuring that the customers leave satisfied.
* Helping in any area of the restaurant when circumstances dictate.
* Responsible for performing other related duties as assigned.
* Supervising a diverse team of people in a fast-paced, high volume environment.
* Checking stock levels and ordering supplies.
* Preparing reports at the end of the shift/week, including staff control, food control and sales.
* Served as acting manager during high volume shifts, including lunch and dinner.
* Deputizing in the absence of the General Restaurant Manager.