

Company: Bazil Restaurant

Job Description: General Manager

Goals: Lead a team to generate profit targets through growing revenues by creating a culture of genuine teamwork in an unrelenting pursuit to convert every guest into a raving fan of the Bazil.

Priorities:

- Generate profits
- Create a happy and healthy culture of team oriented employees
- Increase our base of raving fans
- Grow guest counts
- Exceed company standards
- Continually improve company systems and culture

Time Commitment: Time spent on premises should be laser focused on efficiently maintaining company standards and following specific procedures; that being said time away from the business should be a time to recharge and refresh so that upon returning to work your time can be again laser focused on the tasks at hand. Below is a standard attendance guideline for this position;

- Attendance on site of no less than 52 hours per week, and no more than 65 hours
- Attendance on site of no less than five (5) days per week, and no more than six (6) days
- The presence of the General Manager shall be on site for these minimums stated above

Vacation: Extended time away from work allows for time to recharge and refresh deeper than the regular two days weekly. The general manager is entitled to up to 3 weeks paid vacation time off after 5 years of employment.

Base Line Responsibilities:

- Post Manager Schedule and Staff Schedule, updated weekly
- Respond to emails/customer compliments and complaints within 24 hours
- Ensure weekly survey reports and customer surveys are filled out
- Verify customer counts vs. previous years counts, post changes prominently
- Meet with each employee a minimum of every 3 months, record notes in file

Personal Growth: As a senior manager leading and managing many team members it is essential that time outside of work is spent on personal growth. Growing as a leader is not only beneficial to yourself, also to help improve and grow the business; both in profits and in culture.