



Job Title: General Manager

Reports to: Cale Medley; Tom Frenier

Department: Groucho's Deli of Rock Hill

Summary: Small, family-owned restaurant in Rock Hill is seeking a General Manager to lead business operations. The General Manager is responsible for all sales, marketing, customer service, human resources, physical asset maintenance, and inventory management for the restaurant. The ideal candidate will be a competent and energetic leader of staff who can uphold our standards for customer service performance and uphold our culture for both our team and guests.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Monitor web presence and respond to both positive and negative reviews.
2. Ensure webpage and social media information is accurate.
3. Represent the restaurant in the community.
4. Ensure all caterings are executed correctly.
5. Maintain the facilities.
6. Training of staff.
7. Meet monthly sales goals and expense goals.
8. Coordinate payroll.
9. Maintain appropriate COG'S.

Qualifications:

- Bachelor's degree preferred; significant work experience can substitute for the degree.
- Two years' experience in restaurant management.

Skills Required:

- Ability to work with and manager a diverse staff.
- Thorough knowledge of Microsoft Word, Excel, and Publisher
- Ability to work long hours in a demanding environment.
- Ability to display positive leadership and appropriately motivate employe3esw.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Minimum qualifications include a high school diploma or equivalent and 2 years of event planning experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather) and work near moving mechanical parts.

The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Groucho's Deli is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.