

# General Manager

## Braided Rivers Restaurant and Bar

**We are looking for a hardworking, assertive and passionate General Manager to join a well-established Restaurant in Ashburton, Canterbury.**

### **Requirements Include:**

- Bachelor's Degree/Diploma in Restaurant/Financial Management or equivalent
- Minimum 3 years Restaurant management experience
- Working knowledge of various POS/Hospitality computer software programs
- Ability to spot and resolve problems efficiently
- Excellent communication and leadership skills
- Strong Financial Acumen/Cost Accounting
- Guest oriented and service minded

### **Duties Include:**

- Preserve excellent levels of internal and external customer service
- Meets restaurant financial objectives by developing/monitoring financial control policies; establishing banking relationships; preparing forecasts and budgets; analysing variances; initiating corrective actions.
- Manage/monitor the day-to-day operations within the company, such as payroll, invoicing, and other transactions within budgeted guidelines and to the highest standards.
- Attracts patrons by developing and implementing marketing, advertising programs; evaluating program results; identifying and tracking changing demands.
- Identify customers' needs and respond proactively to all of their concerns.
- Controlling purchases and inventory by negotiating prices and contracts; developing preferred supplier lists; reviewing and evaluating usage reports; analysing variances; taking corrective actions.
- Accomplishes human resource objectives by attracting, recruiting, training, coaching, counselling, and disciplining staff; communicating job expectations; enforcing policies and procedures.
- Comply with all health and safety regulations
- Maintaining Petty Cash and paying vendors for their goods and services.
- Preparing financial transactions and basic recording thereof for external accountant.
- Filing historical records and retrieving necessary documents as needed for external accountant.
- Recording cash receipts and handling bank deposits.
- Performing the Gross Profit calculations and other analytical based calculations monthly.

**Package: Remuneration to be discussed**

### **Reply to:**

**Mike and Angela Kelly at email [manager@braidedrivers.co.nz](mailto:manager@braidedrivers.co.nz)**