

## Restaurant Manager Captain Roberts Table

Mad Michaels Inc is a rapidly growing hospitality company and is looking to add this member to our growing Executive Team. The Restaurant Manager for Captain Roberts Table is a vital role within the company. This position starts 1 May 2021 and ends 2 January 2022.

### Customers

Curate a memorable experience for our customers.  
Respond to positive reviews online. Share with team.  
Respond to guests concerns in house and online to ensure ownership & follow up of concerns.  
Ensure customer safety by ensuring Simcoe County health regulations are exceeded.  
Lead by example by remembering & acknowledging returning customers names & preferences.

### Employees

Maintain positive working relationship with Historical Huronia Parks (HHP).  
Recruit, Train, Lead and Manage all front of house team members.  
Advertise your curated job positions using social media/Indeed.  
Work with Executive Chef to create a positive work environment.  
Ensure Bookkeeper has required invoices, employee information etc.  
Create and maintain a high level of service by conducting regular training sessions.  
Ensure employees maintain high food/drink knowledge and adhere to dress code.  
Maintain employees shift schedule, 2 months in the future.

### Management

Maintain inventory of all drinks, takeout containers, coffee, glassware, tableware, etc.  
Maintain positive relations with suppliers.  
Ensure contractors (commercial cleaners, laundry, event suppliers) conduct their services to a high standard.  
Is the subject matter expert and main point of contact for Touch Bistro and Monaris.  
Maintain restaurant schedule, execute theme dinners.  
Employee Only Areas should be clean, positive spaces, please ensure they are maintained too.  
Report any building or equipment defects to HHP upon discovery.  
Ensure menus are up to date with season.  
Keep up to date with changing County health standards.

### Executive

Report to Director  
Be present at all meeting between HHP & Mad Michaels Inc (every Wed morning)  
Create and implement social media campaign with Executive Chef.  
Take Ownership of restaurant business matters by solving problems before they are brought to the attention of HHP or other members of the Executive.  
Work closely with Bookkeeper to ensure restaurant remains profitable.  
Other duties as required.

Requirements: Smart Serve, Optimism, Canadian Citizen.

Good to have: Food Handlers, First Aid Certified, Familiar with nautical vocabulary.