Restaurant General Manager Duties Checklist
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Staff Management:
- Recruit, hire, and train restaurant staff, including servers, cooks, and support staff.
- Set performance expectations and provide ongoing training and feedback.
- Manage scheduling to ensure adequate staffing levels for all shifts.

Financial Oversight:
- Monitor and manage the restaurant’s budget, expenses, and revenue.
- Control costs by optimizing inventory, portion sizes, and waste reduction.
- Analyze financial reports and make informed decisions to maximize profitability.

Customer Service:
- Ensure a high level of guest satisfaction through attentive service and quality food.
- Address customer feedback, complaints, and concerns promptly and professionally.
- Create a welcoming atmosphere that enhances the dining experience.

Operational Excellence:
- Oversee daily restaurant operations, including opening and closing procedures.
- Maintain cleanliness, safety, and compliance with health and safety regulations.
- Ensure consistent food quality, presentation, and adherence to recipes.

Menu Development and Pricing:
- Collaborate with chefs to create and update menu items based on trends and customer preferences.
- Set menu prices that balance profitability with customer value.

Vendor and Supplier Management:
- Source and negotiate with vendors for quality ingredients and supplies.
- Manage relationships with suppliers and ensure timely deliveries.

Marketing and Promotion:
- Develop and execute marketing strategies to attract and retain customers.
- Utilize social media, advertising, and promotions to increase visibility and sales.

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Inventory Control:
[ ] Implement inventory management systems to track and control stock levels.
[ ] Conduct regular inventory counts and reorder supplies as needed.

Training and Development:
[ ] Provide ongoing training to staff on customer service, safety, and job-specific tasks.
[ ] Foster a positive work environment that encourages growth and teamwork.

Compliance and Regulations:
[ ] Ensure the restaurant operates in compliance with local, state, and federal regulations.
[ ] Maintain required licenses, permits, and health inspections.

Business Planning:
[ ] Develop short-term and long-term business goals and strategies.
[ ] Evaluate business performance and adjust strategies as needed.

Communication and Leadership:
[ ] Communicate goals, expectations, and updates to the restaurant team.
[ ] Lead by example, motivating and inspiring staff to deliver exceptional service.

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