



**TACO BELL**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Restaurant General Manager
<b>DEPARTMENT/ SUPERVISOR:</b>	Area Coach/ DO
<b>JOB SCOPE:</b>	<ul style="list-style-type: none"> <li>• Build and Align Restaurant Team. FULLY Staff/Train/Develop, ALL employees</li> <li>• Manage an MTB restaurant within the policies and guidelines of the company to ensure customer satisfaction and profit maximization</li> <li>• Total operational and financial responsibility for an individual unit</li> <li>• Directly perform hands-on work on an ongoing basis to train employees, respond to customer service needs, or otherwise role model appropriate behaviors in the restaurant</li> <li>• Managers provide overall leadership; recognize and motivate members of the team; coach and train the team for operational excellence. Builds and Aligns store team.</li> <li>• General Managers are expected to work 50 hours per week including peak periods</li> <li>• Manage a \$500k - \$3.0m restaurant with average daily transactions of 500-800</li> <li>• Are Passionate about Living the MTB Core Values, Driving Customer Service, and Helping Others</li> </ul>
<b>POSITIONS SUPERVISED:</b>	Assistant Manager(s), Shift Leader(s) and Restaurant Team Member(s)
<b>JOB QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• High School, College or University Degree Preferred</li> <li>• 2-4 years supervisory experience in either a food service or retail environment, including Profit &amp; Loss responsibility</li> <li>• Basic business math and accounting skills</li> <li>• Strong interpersonal and conflict resolution skills</li> <li>• Good oral/written communication skills</li> <li>• Strong analytical/decision-making skills</li> <li>• Basic personal computer literacy</li> </ul>
<b>CORE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Control day-to-day operations by scheduling labor, ordering food and supplies, fulfills all administrative functions and is key leader in developing the restaurant team</li> <li>• Manage 4-8 Assistants and Shift Leaders</li> <li>• Ensure Occupational Safety and Health Act, local health and safety codes, and company safety and security policy are met. Ensure a safe working and customer experience environment by facilitating safe work behaviors of the team</li> <li>• Control Profit &amp; Loss (i.e., plan attainment) by following cash control/security procedures, maintaining inventory, managing labor, reviewing financial reports, and taking appropriate actions, while growing sales</li> <li>• Build and Align a Team. Recruit, interview, and hire team members; perform reference checks, conduct performance appraisals, take discipline action, motivate and train, perform 1 on 1's every period with all members of their team</li> <li>• Ensure maintenance of equipment, facility, and grounds through the use of a Preventative Maintenance Plan based on Company Standards</li> <li>• Ensure food quality and 100% customer satisfaction by focusing on all CORE metrics</li> <li>• Ensure complete and timely execution of corporate &amp; local marketing programs</li> </ul>
<b>One Source Certification Required:</b>	<ul style="list-style-type: none"> <li>• Complete - All One Source Training from Team through Assistant Manager Book and OTJ's.</li> <li>• Complete Shift Lead Book – Course and OTJ's. MIC Certificating completed by Area Coach.</li> <li>• Has completed all of knowledge on -MTB Process Check for Assistant Manager and General Manager from MTB Support Website.</li> </ul>