

# **JOB DESCRIPTION**

## **Premises:**

## **Position Title: General Manager**

### **ROLES and RESPONSIBILITIES:**

Assist and support all Bar Managers in monitoring the licensed operation in all public bars night club and restaurant.

Responsible for ensuring that the sales targets have been met.

To strive to meet the company overall objectives and goals.

To delegate tasks to colleagues to achieve these results.

To know the Licensing Law and to implement procedures for all employees to follow.

To liaise effectively with external bodies example "Local Council"

Trading Standards, Environmental Department.

Be familiar with Health and Safety Issues, Disability Discrimination Act, First Aid Requirements.

To plan a strategy for special events, functions or meetings and to monitor the outcomes.

To communicate effectively to employer and to all managerial departments and their staff.

To report feedback to employer

To write reports on all aspects of the business

To have control on all financial business and budgets

Ability to organise and complete work schedules according to business levels

To focus on patrons needs and provide a service second to none

To maintain customer confidence

To maintain internal/external buildings which would include car park

To keep records of any incidents in a log book

Identify training needs and compile an action for each employee

To ensure all staff are trained to a certain industry standard

Work closely with Human Resource Department and Marketing Department.

### **Qualifications:**

Management Certificate would be desirable/ or have any other relevant qualification

### **Knowledge and Experience:**

Good sound knowledge of running a licensed business. Have a proven record of achievement.

Possess excellent communication skills, with the ability to motivate staff.

Have total commitment to his/her work

To be able to work unsociable hours.

It would be an advantage to have computer literacy

### **Personal Attributes:**

Have flexibility and able to adapt to different situations as they arise.

Have a sociable personality.

Have a courteous manner and excellent personal skills/and presentation

### **Suitability**

Any person that meets the criteria stated may apply.

May suit someone at a junior level who would like the challenge of promotion

