

# Hopi Tribe Economic Development Corporation



## POSITION ANNOUNCEMENT

### Restaurant Manager

#### Hopi Cultural Center

Second Mesa, AZ

*Reports to the Hopi Cultural Center General Manager*

The Restaurant Manager is responsible for the overall operation of the restaurant. Key responsibility areas include team performance, increased sales and profitability, effective cost controls, and development, training and retention of key employees. The incumbent is responsible to work actively to ensure the restaurant meets financial, operating and customer service goals.

#### **Primary Responsibilities:**

1. Ensure that the restaurant operates efficiently and effectively within the Hopi Cultural Centers budgetary and operational guidelines.
2. Ensure adherence to tribal and federal laws and regulations.
3. Develop initiatives to build sales, profitability and guest counts. Maintain effective cost controls in support of these initiatives.
4. Ensure all safety procedures are followed to ensure health and safety of employees and guests.
5. Ensure monthly safety meetings are conducted and recommendations are acted upon as appropriate.
6. Adherence to established cash control policies.
7. Support and implement the Corporate vision.
8. Ensure that all menu items are presented and prepared to the highest quality.
9. Utilize food production and inventory tools available to support this responsibility.
10. Maintain a working knowledge of all recipes, products and production procedures.
11. Ensure established standards of food safety and sanitation are maintained.
12. Purchase food products within established guidelines. Oversee correct receipt, storage and handling of food products to ensure quality and freshness at all times.
13. Respond to guest comments and criticism in a constructive and positive manner, looking at such as an opportunity to build guest count. Educate and empower subordinate supervisors and employees to act in a similar capacity.
14. Ensure a safe and secure work and dining environment for associates and guests.
15. Carry out supervisory responsibilities in accordance with all applicable laws and regulations.
16. Demonstrate high ethical standards at all times.
17. Conduct regular employee/departmental meetings, utilizing tools provided by the administrative office or with support from the corporate office.
18. Conduct meaningful performance reviews on a regular basis.
19. Administer counseling and discipline to associates as necessary.
20. Staff restaurant with quality employees who value guest service and are committed to high standards of performance.
21. Utilize established methods for interviewing and hiring quality employees.
22. Orient all new hires utilizing Hopi Cultural Center support materials.
23. Provide training and recognition to employees at all levels.

24. Maintain a team-oriented environment.
25. Work within established guidelines and policies for training and development of associates.
26. Select and develop management internal promote candidates. Review staffing and succession plans with Human Resources.
27. Responsible for forecasting and generating restaurant annual budget. Maximize profit opportunities by developing realistic budgets.
28. Analyze monthly operating statements and determine reasons for variances. Manage operational expenses to maximize profit potential.
29. Responsible to meet or exceed budgeted sales and profit goals.
30. Responsible to maintain labor efficiency ratios to ensure guest service and cost effectiveness.
31. Responsible for restaurant P&L performance.
32. Oversee all restaurant administrative requirements including cash handling, completion of guest liability, property, casualty, workers compensation reports, governmental compliance, i.e., OSHA posting requirements, federal, state and local labor law postings, invoicing, etc.
33. Ensure all reports, documentation, and other information required by support office departments are submitted in a timely and accurate manner.
34. Maintain all employee files. Ensure that required documentation is complete and accurate within personnel files.
35. Coordinate miscellaneous projects as needed, or as directed by the General Manager or Corporate office.

**Minimum Qualifications :**

1. Associate's degree or equivalent; course work in restaurant management preferred.
2. 3 plus years prior professional experience in restaurant management desired.
3. Valid driver's license.
4. Ability to get a Hopi Tribe Food Handler's card.
5. Knowledge of Labor Laws, Health Codes, Safe Food Handling and Sanitation, Safety procedures, computer operations.
6. Good people management skills
7. Excellent communication (verbal and written)
8. Flexible and adaptable to change.
9. Demonstrated time management and organizational skills.
10. Must be internally motivated and detail oriented and have a passion for teaching others.
11. Must be able to work a flexible schedule including days, nights, weekends and holidays.

The Hopi Cultural Center upholds a Drug and Alcohol Free workplace and performs pre-employment and random drug screens.

**Job open until filled.**

**EEO. Preference given to qualified applicants who are members of federally recognized Native American tribes, additional consideration given to Hopi Tribal Members.**

For further inquiries please contact Human Resources at [jbird@htedc.net](mailto:jbird@htedc.net) or (928) 522-8675.