

**Job Description:**

Vandalay Brands is a multi-concept restaurant group serving the greater Chicagoland area. We are currently looking for a creative and motivated **General Manager** to work at our Pescadero Seafood & Oyster Bar in Wilmette. In this position, you will be writing schedules, training, hiring and recruiting. This person should feel comfortable delivering performance feedback, set goals, foster teamwork and clearly communicate business objectives.

Responsibilities:

- Directly manages, develops, and coaches hourly employees.
- Aids in recruitment and hiring of hourly staff, in conjunction with BOH.
- Ensures that all team members are successfully trained.
- Facilitates proper communication between all departments; provides proper coaching and counseling.
- Ensures a positive and creative work environment for all team members and management.
- Ensures that all products meet Vandalay Brands high quality standards and guest expectations.
- Enforces responsible alcohol service management, practices, and training.
- Be aware of all necessary data for the budget; projects annual food cost; labor costs monitor actual financial results and takes corrective action where necessary to help assure that financial goals are met.
- Attend the General Managers weekly restaurant meeting.
- Consult with the team about food production details of special events being planned.
- Ensures that Food and Beverage, COGs, controllable expenses, and labor costs are within budget.
- Monitors labor cost and team member scheduling on a pre-shift basis according to budgetary goals, while maintaining appropriate staffing levels to ensure quality guest experience.
- Perform light payroll duties such as checking timesheets and distributing tips when closing.
- Provides coordination, direction, motivation and coaching to ensure proper levels of service are provided.
- Monitor purchase orders to define if deliveries are correct and checking purchase orders for clarity.
- Handle communications concerning over shipment, shortages, and price changes related to these unpredicted problems.
- Determine necessary stock levels to provide adequate food as well as supplies to minimize capital investments.
- Learn our inventory system and assist in weekly inventory and invoice entering.

Supervisor Qualifications:

- Minimum 2 years management experience in the Hospitality
- Base knowledge of Legal and HR issues with regard to the hospitality industry. Federal, state and local laws regarding liquor, labor and health codes / statues.
- Proficient in Microsoft Office and Google Suit
- Bilingual (Spanish) Preferred
- Demonstrate excellent verbal and written communication skills.
- Knowledge of Toast Tab Preferred
- Some sort of knowledge of Seafood