



**THE RICE HOUSE**  
ASIAN FUSION CUISINE  
**JOB DESCRIPTION**

**Job Title:** Restaurant Manager

**Status:** Salary - Exempt

**Salary Range:** \$45,000-55,000

**Supervisor:** General Manager & Owner

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**JOB SUMMARY:**

The Restaurant Manager is responsible for the smooth operation of all tasks and activities associated with the restaurant including restaurant open/close, staffing, inventory purchases, scheduling, catering, customer service, problem solving, sales reports, other miscellaneous tasks.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

- Oversee all staffing responsibilities for the restaurant including hiring, firing, evaluating, and disciplining.
- Responsible for staff scheduling, totaling, and submission of timecards for payroll
- Responsible for distribution of paychecks on payday
- Facilitate all new & ongoing training for new & current employees
- Delivering guest services and ensuring customer satisfaction
- Respond to all open customer complaints and resolve.
- Maintain compliance with sanitation and safety rules & regulations
- Monitoring all inventory and reordering when necessary
- Coordinate & schedule all catering orders with all staff (servers & cooks)
- Maintain positive work environment for staff
- Responsible for upholding high standards of customer service among staff and customers
- Facilitate all front & back restaurant customer and/or employee issues
- Manage all employee contests (ex: employee of the month)
- Responsible for opening and closing of restaurant
- Responsible for money drops and running daily reports
- Manage bar (run specials, contests, etc.)
- Maintain productive flow of restaurant when additional help is needed
- Assist with additional tasks given by General Manager and/or Owner