

# Nº TWELVE

E L D O N C H A M B E R S

## **Restaurant supervisor**

We are looking for a restaurant supervisor to help manage the front and back of house of the business. The individual will be responsible for overseeing day-to-day restaurant management, taking individual responsibility for the building with the support of a management team.

### About the company

Here at No. Twelve we pride ourselves on high quality, locally sourced ingredients vegan dining. We have one several awards since opening in 2017, the most recent being titled the best vegan restaurant in the uk.

### Main responsibilities

- Team management, including rotas and timesheets
- Stock management, including ordering and weekly stock take and reports
- Daily banking
- Maintaining restaurant cleanliness and presentation
- Ensure safety procedures are followed
- Promote a high level of customer services, including handling customer complaints
- Analyse sales to improve business
- Training new and current employees

### Essential skills

- Hospitality experience
- Managerial experience – including cashing out, closing down, rotas, ordering and stock take
- Barista trained
- Extensive food and beverage knowledge, with the ability to remember and recall ingredients and dishes to inform customers and staff.
- Strong leadership, motivational and people skills.

### Preferred skills

- Team recruitment
- Sales analysis
- Food hygiene certificate

### The candidate

Our ideal candidate has previous experience managing a store, ideally in a restaurant environment. You should feel confident leading a team, having the ability to inspire others and create a positive environment for both the team and the customers. The individual will have excellent organisational skills, able to manage restaurant stock and have the foresight to analyse sales to suggest future improvements. You will be required to complete a wide range of tasks, from opening and closing the restaurant, preparing drinks, taking orders,

general cleaning and the designation of all of the above. We are a small team looking to take on a variety of new staff members to help deliver top quality food and service to our customers. You will need experience in overseeing the dining room, check in with the customers and balancing the seating capacity. This will also mean looking after bookings and managing customer queries.

We will expect you to lead by example and uplift our staff during busy moments in our fast paced environment. Ultimately, you will ensure our restaurant runs smoothly and customers have a fantastic dining experience.

Hours – to be discussed

Pay – to be discussed

Start date- to be discussed