



New Glory Eatery and Taproom: General Manager

Reports to Vice President

The General Manager of New Glory Eatery and Taproom reports directly to the Vice President.

Job Overview

The General Manager is responsible for managing the daily operations of New Glory Eatery and Taproom, including the development and performance management of employees in upholding the image and overall product quality of New Glory Craft Brewery. In addition, they oversee the inventory and ordering of necessary supplies, optimize profits, and ensure that guests are satisfied with their dining experience.

Responsibilities and Duties

- Understand and enforce all policies, procedures, standards, specifications, guidelines and training programs, thus complying, adhering, and conforming completely to such conditions.
- Ensure that all guests feel welcome and are given attentive, informative, friendly, and courteous service at all times.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking, and serving standards.
- Achieve company objectives in labor cost, food cost, sales revenue, service, quality, aesthetic appearance of facility, sanitation, and cleanliness through training of employees, and by creating a positive and productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.

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- Execute employment decisions and processes involving the recruiting, interviewing, hiring, training, development, performance evaluation, and termination of staff after review and acknowledgment from Vice President.
- Fill in where needed to ensure labor goals, guest service standards and efficient operations are always meeting, if not exceeding, guest expectations.
- Prepare all required paperwork, including forms, schedules, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and maintained in excellent working condition through personal inspection or employee awareness by following, implementing, and enforcing the restaurant's preventative maintenance programs.
- Oversee and ensure that restaurant policies on employee performance appraisals, or employee incentive programs, are followed and completed on a timely basis.
- Schedule labor as required by anticipated business activity while ensuring that all positions are staffed as needed and labor cost objectives are met.
- Be knowledgeable of restaurant policies regarding personnel. Administer prompt, fair, and consistent corrective action for any and all violations of company policies, rules, and procedures.
- Understand and comply with all federal state, county and municipal regulations that pertain to health, safety, and labor requirements of the restaurant, employees, and guests.
- Assist in developing, planning, and executing restaurant marketing, advertising, and promotional activities, and campaigns.
- Respond to any and all corrective action requests from upper management in a timely manner.
- Communicate in detail all aspects of weekly operations and updates by weekly communication via email and scheduled meeting with the Vice President.
- Review and follow budgets put forth with the Director of Operation in an effort to meet budget projections.
- Maintain a positive, upbeat, engaging, supportive attitude in order to accomplish being an excellent role model, leader and teacher.

Please send resumes with a cover letter to jobs@newglorybeer.com