



AREAS OF RESPONSIBILITY - FOH

GM Name	DUE
<ul style="list-style-type: none"> • Financials, COGs, Invoicing, Inventory • Review and approve all scheduling, staffing, hiring • Cultural Orientation • Review of inventory levels, Food and Supplies ordering • General Equipment Maintenance and Repairs and follow up • Scheduling and Development of MGRS and Key Employees • Agenda and follow up for weekly commitments • Payroll validation and update of new hires and termination • Final review of Invoices and Period Financials • Ordering Retail/ Uniforms • Assist with BWL financials, ALL FOH hiring and ALL FOH training • Social Media/ Calendar of Events & Holidays • LRM <u>LSM</u> scheduling and donation requests /Givebacks • <u>Uniform Ordering</u> 	Daily Weekly Weekly Weekly Daily Daily Weekly Weekly Weekly Weekly Monthly Weekly Daily/Monthly Monthly <u>Monthly</u>

Assistant Manager Name (Bar)	DUE
<ul style="list-style-type: none"> • BWL Inventory & Financials • Inventory pricing spreadsheet and Order guide pars upkeep • Liquor orders & Bar Supply Ordering • Draft beer list maintenance • Aloha button maintenance/price updating • Staff training on LBW • <u>Server &</u> Bar schedule, staffing and training • FOH service level, quality, execution and overall cleanliness • Bar service level, quality, execution and cleanliness 	Weekly Daily Weekly Monthly Weekly Weekly Weekly <u>Daily</u> <u>Daily</u>

Assistant Manager Name (Service)	DUE
<ul style="list-style-type: none"> • Front of House maintenance • Light Bulb Ordering • FOH Cleanliness- planning and hold the team accountable • Hostess, Server & Busser Schedule- staffing & training -performance level • Hiring – First Interviews • Office Supply & Printer Toner Orders • Dining & Take out service level, quality, execution and cleanliness • EcoSure Self Audits 	Daily Weekly Monthly Monthly Daily Weekly Daily Monthly

Assistant Manager Name (Service)	<u>DUE</u>
<ul style="list-style-type: none"> • <u>Front of House maintenance</u> • <u>Light Bulb Ordering</u> • <u>FOH Cleanliness- planning and hold the team accountable</u> • <u>Hostess & Busser Schedule- staffing & training -performance level</u> • <u>Hiring – First Interviews</u> • <u>Office Supply & Printer Toner Orders</u> • <u>Waitr & Take out service level, quality, execution and cleanliness</u> • <u>EcoSure Self Audits</u> 	<u>Daily</u> <u>Weekly</u> <u>Monthly</u> <u>Monthly</u> <u>Daily</u> <u>Weekly</u> <u>Daily</u> <u>Monthly</u>

AREAS OF RESPONSIBILITY - HOH

KM Name	<u>DUE</u>
<ul style="list-style-type: none"> • BOH Financials, COGs, Inventory • Validation and approval of BOH scheduling • Validate and follow up on daily rosters • Forecast and control BOH labor • Maintenance of food inventory levels, US Foods ordering • Validation of prep recipes, shelf lives, pars and quality • Validation of all BOH systems and usage of 30/60/90 system • Validation of all BOH training, execution, quality and cleanliness • Responsible for general kitchen cleanliness • Responsible for organization of dry storage & <u>paper room</u> • EcoSure Self Audits weekly • Small wares/platewares counts for proper <u>Ed Don</u> ordering • Oversee Dishwasher sanitation, chemicals and Ecolab service • Validate Expo • Maintains daily execution of line recipes is up to standard • Validation of BOH training, execution, quality & cleanliness • Forecast and control BOH labor • First interview and new team member training schedules 	Daily Weekly Daily Weekly Weekly Daily Weekly Daily Daily Weekly Daily Daily Daily Daily Daily Daily Daily Daily Weekly Weekly/Daily