

JOB DESCRIPTION:**MTC RESTAURANT SUPERVISOR****Accountability:****To:** General Manager**For:** Waiting staff**The Main Purpose of the job**

To ensure the smooth running of the restaurant through the management of the restaurant and waiting staff.

Key Responsibilities:

- To set up and maintain an attractive and well organised restaurant
- To train, manage and motivate a team of restaurant staff
- To ensure all customers enjoy a high standard of service at all times
- To ensure all restaurant income and property is accounted for and secure

Your duties include:

- Planning and delivery of pre-season and ongoing staff training programmes
- Staff management and motivation, including organising staff rotas and allocating tasks
- Ordering and receiving restaurant supplies
- Maintaining high levels of customer service
- Maintaining high standards of hygiene and cleanliness in the restaurant, and complying with all company Health and Safety policies.
- Maitre'd duties as required
- Cash control and cashing up tills
- Duty Manager shifts and responsibilities when requested by the Manager
- Working closely with other members of the management team to ensure the overall smooth running of the business
- Conducting department meetings plus attending weekly management and general staff meetings

Please note that this job description is purely intended to give you an idea of what your work involves and is not intended as a precise breakdown of your duties. As part of your role you will be expected to cover in other departments as and when necessary.