

Position Title: Area Manager

Reports To: Operations Head

Duties and Responsibilities:

- Responsible for the management for multiple outlets
- Making sure all store manager responsibilities are carried out by them. If not done by the store manager, the Area Manager should make sure it is completed by them and is not escalated
- Managing quality by making sure SOP's are executed, supervising, hiring, and training other employees.
- Ensuring outlet queries are resolved as soon as possible and in the most efficient way possible
- Creating strategies to improve productivity and efficiency.
- Recruiting, training and supervising staff inties with HR. Be an effective personnel manager at the store.
- Managing and understanding food costs
- Inventory variances to be checked regularly and reported if found. In case found should make sure the necessary penalty is imposed on the outlet.
- Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines
- Promoting and marketing the business through events
- Overseeing stock levels, making sure optimum stock levels are maintained.
- Keeping statistical and financial records on a monthly basis
- Assessing and improving profitability.
- Handling administration and paperwork.

- Liaising with customers, employees, suppliers, licensing authorities and sales representatives
- Making improvements to the running of the business and developing the Outlet.
- Responsible for organizing, planning, scheduling work of the entire team on daily basis.

Qualification : Degree or Diploma in Hotel Management or equivalent.

Prerequisites - Experience of minimum 3 to 4 yrs

Graduate in Hotel Management

Should be comfortable with travelling to other outlets in the same city, and flexible with timings too.

Good communication skills.