

## **Restaurant Manager Vacancy**

The Fortress Restaurant is hiring for a Restaurant Manager. The position is based at our **Menlyn Maine Central Square** branch. The successful candidate will report to the General Manager and Head of Operations.

### **Key Responsibilities:**

- Ensure the restaurant remains clean at all times.
- Prepare staff rosters.
- Input GRV's on Gaap.
- Handle customer complaints.
- Perform administrative tasks as required by the Senior Manager and Operations.
- Ensure adherence to SOPs.
- Collaborate with the Senior Manager to ensure smooth operations.
- Provide accurate customer feedback using the correct methods and tools.
- Place orders accurately using the POS.
- Manage time, prioritize tasks, and meet deadlines.
- Stay up-to-date on job and product knowledge.

### **Minimum Requirements:**

- Matric Certificate.
- At least 2 years of experience in the restaurant or fast-food industry.
- Strong back-office knowledge.
- Proficiency in English.
- Excellent relationship-building, reliability, and integrity.
- Strong administrative and customer service skills.
- Ability to multitask, prioritize, and work under pressure.
- Strong problem-solving and communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Ability to work independently and within a team.

Interested candidates should email their resume to **recruitment@fortressforte.co.za** with *Restaurant Manager* in the subject line by **10 November 2024**.

*Please note, working hours will be communicated to shortlisted candidates.*