

## Restaurant Manager

### Porto's Bakery

At **Porto's Bakery**, our mission is to rise every day to better the lives of those we call family – our team, our guests, and our communities. Enjoy a career enriched with opportunities where you can grow in a fun, fast-paced and family-friendly environment. Porto's Bakery truly believes that the secret to our success lies in the hands of the valued team members we employ. Together, let's savor the taste of an accomplished future!

#### About Us

Porto's Bakery is a bustling and well-established bakery and café known for our delectable pastries, impeccable service, and vibrant atmosphere! At Porto's Bakery, we strive to create an enjoyable and fulfilling experience for our guests and our team.

We are growing and looking for talented Restaurant Managers to join our team. The ideal candidate will be self-motivated, energetic, and professional; someone who can hit the ground running and put their outstanding leadership skills and operational experience to work from day 1. Successful candidates are passionate about hospitality, food, and excellent guest service. Our performance-driven environment prepares you to build a rewarding career in hospitality.

**Duties & Responsibilities:** The Restaurant Manager along with the Management Team is responsible for managing all functions of the bakery. Key responsibilities include hiring, managing, supervising, and training team members and ensuring excellent guest service. *Responsibilities include but are not limited to:*

- Leading and encouraging team members.
- Ensuring smooth front-of-house operations, maintaining the highest standards of service, quality, and efficiency.
- Training and mentoring team members to deliver top-notch guest service and uphold our values and standards.
- Handling guest inquiries, concerns, and feedback with professionalism and a solutions-oriented approach.
- Managing schedules, shifts, and staffing requirements to optimize coverage and maintain a harmonious and productive work environment.
- Upholding health and safety regulations to guarantee a safe experience for both guests and team members.

#### The ideal candidate will possess the following:

- 4+ years of current restaurant management experience.
- Experience managing a large team/staff.
- High personal integrity, professionalism, and maturity.
- Experience working in fast-paced/busy establishments.
- Exceptional organizational and multitasking abilities, especially during busy periods.
- Strong leadership, mentoring, communication, and organizational skills.
- Hands-on experience hiring, training, developing, and managing staff.
- Detail oriented and proven problem-solving skills.
- Ability to maintain high levels of food quality, hygiene, and consistency (fresh products, safe quality foods, recipe adherence, cleanliness, etc.)
- A passion for delivering outstanding guest experiences and a dedication to upholding high standards.
- A flexible schedule and the availability to work evenings, weekends, and holidays as required.
- Educational/bachelor's degree (preferred)

#### Benefits and Perks

- Competitive Compensation
- Performance -Based Incentives
- Paid Vacation
- Paid Observed Holidays\*
- Paid Sick Days
- 401(k) Retirement Plan, which includes company matching contributions.
- Health, Vision, Dental and Life Insurance
- Flexible Schedules
- Employee Discounts
- Growth Opportunities

*\*Holidays observed, Memorial Day, The Day after Thanksgiving, Christmas Day, and New Year's Day.*