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# Example of Floor Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of floor manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for floor manager

* Maintaining and reporting all issues from a maintenance and upkeep perspective of both the Private Rooms and large spaces
* Develops a relationship with guests who are joining the team in the Event Spaces to encourage repeat visits
* Researches, recommends, and introduces methods, products and services to improve the service delivery system as it relates to the department
* Attends internal meetings, external meetings – meeting and show arounds with clients etc as required
* Proactively supporting the EFM’s in their daily roles
* Scheduling and ordering
* Maintaining a professional and senior presence on the floor at all times
* Representing F&B with integrity
* Control expenses and meet goals
* Conduct staff meetings, share appropriate information, develop agendas and minutes

## Qualifications for floor manager

* Previous experience with dairy, liquid blending, retort experience, and high speed bottling/canning lines a plus
* Demonstrable experience in multi-department, multi-shift, high speed manufacturing
* Ability to foster growth using established lean manufacturing principles (Kaizen, problem solving, 5S, TPM, Six Sigma)
* Analytical, consistent problem solving, project management, maintains confidentiality, teamwork, strategic thinker, accurate and thorough, ethical, self-motivated, professional, flexibility to work overtime or irregular hours, follow-through, attention to detail, and consistently at work and on time
* Experience in Microsoft Office (Work, Excel, Power Point) required, SAP experience preferred
* Minimum of one year previous hotel experience preferred