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# Example of Front Of House Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of front of house manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front of house manager

* Partner with HR and Scheduling to on board new employees
* Manage communication, office operations and procedures
* Handle shipments
* Handle inventories and receipts
* Answer phones and facilitate calls
* General office tidiness and attention to details
* Upkeep of seasonal décor
* Valet and parking management
* Oversee receptionist and 1-2 production assistants
* Outlook calendar management for multiple people

## Qualifications for front of house manager

* Excellent people management skills – 1 to 1’s, performance reviews & disciplinary hearings
* Be supportive of the client and direct line manager achieving contractual SLA’s where applicable
* Motivate, lead and support a large team inclusive of team leaders and team members to exceed the Client’s expectation
* Resolution of any operational issues and escalation to appropriate persons
* Career focused with excellent customer service skills
* Ability and initiative to research your own region and improvement initiatives