



Example of House Manager Job Description

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Our company is looking for a house manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for house manager

- Meet regular and VIP guests
- Attend client functions as and when required
- Entertain existing and potential clients to maintain customer loyalty
- Management of the Operational Equipment budget on a monthly base
- Consistently sets short and long-term objectives for his/her department and develops effective plans to make clear how to achieve these objectives
- Reports on a regular basis the cost of breakage
- Conducts regular training sessions
- Composes the weekly work schedule taking into account forecasted house-, banquet-and restaurant occupancies
- Reviews on a daily basis function sheets menus and banquets and checks that staffing equipment and supplies are adequate to meet needs
- Maintains control on payroll in order to meet forecasted results

Qualifications for house manager

- Ability to become ServSafe Certified within six months of employment. Operational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems)
- Computer savvy with proficiency in Microsoft Office
- Professional, discreet, and calm demeanor
- Must be able to work long hours, nights, weekends and holidays
- A minimum 3 years food and beverage Front of House specific experience required

