

# General Manager Job Description

## 1. Job Brief (About the Role)

{{Company Name}} is hiring a General Manager to own the day-to-day operation and full P&L of {{location / unit}}. This role reports to the {{Owner / Regional Director}} and leads the {{department / shift}} managers, front-line staff, and vendor relationships.

*Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."*

## 2. Responsibilities

- Own the unit P&L: hit revenue, labor-cost, and {{COGS / food-cost}} targets and explain monthly variances
- Build the weekly labor schedule to forecasted demand and keep overtime within budget
- Hire, train, and coach {{department}} managers and conduct performance reviews
- Run daily operations, open/close procedures, and the cash-handling and deposit process
- Drive local sales and guest satisfaction; respond to reviews and resolve escalations
- Enforce health, safety, and {{licensing / compliance}} standards and pass inspections and audits
- Manage inventory, ordering, and vendor contracts to control waste and shrink
- Report KPIs to ownership in {{POS / reporting system}} and act on the numbers

*Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.*

## 3. Requirements & Skills

- {{X}}+ years in operations management with direct P&L responsibility
- Proven team leadership: hiring, scheduling, and performance management of {{10}}+ staff
- Working knowledge of {{POS and scheduling systems}} and basic financial statements
- ServSafe Manager certification (or ability to obtain) where the role handles food service
- Available for opening, closing, weekend, and holiday shifts as the business requires

*List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.*

## 4. Nice-to-Have

- Multi-unit or multi-department management experience
- Bilingual ability to support a diverse team

*Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.*

## 5. Compensation & Benefits

Pay range	{{Salary Range}}
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*Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.*

## 6. Schedule & Work Environment

- {{Full-time}}; {{45–50}} hours including evenings, weekends, and peak seasons
- On-site at {{location}}; on-floor leadership, not a back-office desk role
- On call for staffing gaps and operational emergencies

*Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.*

## 7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to [careers@company.com](mailto:careers@company.com).

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.