

# STEERS and DEBONAIRS Botshabelo



# JOB PROFILE FOR A MANAGER

# **RESPONSIBILITIES**

- Check the store security, cleanliness and tidiness: -
- Check closing stock for previous day against opening stock for the present day
- Compiles daily action plan
- Communicates it to the team members
- · Check stock levels
- Issue stock

service

- Placement of ordersCheck all deliveries
- Check all deliveries
- Manages the telephone accountEnsures that the store operates
- within the allocated budget
  Inspects customer seating, FOH, for cleanliness, tidiness and quality
- Enters daily report, budget sheet and purchase summary
- Check maintenance of equipment
- Prepares a weekly report and submit to the Franchisee on a

weekly basis

- Conducts month end stock take
- Check that shift changes rur smoothly
- · Manages by example

## REQUIREMENTS

- Grade 12
- Previous QSR (QUICK SERVICE RESTUARANT) experience
- · Fluent in English

## **ATTRIBUTES**

- · Ability to handle pressure
- · Attention to detail
- Punctuality
- Enjoys working with people

Closing date: 23 September 2016

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