**An Introduction to Poogan’s Hospitality Group**

Cherishing a meal together is one of history’s most enduring traditions, and in Charleston, generations have dined with Poogan’s Hospitality Group, founders of the legendary Poogan’s Porch, Poogan’s Smokehouse, Poogan’s Courtyard, and the newest concept, Poogan’s Southern Kitchen. Our Southern upbringing has instilled in us a closely held set of beliefs: hard work, patience, and that a good story is best shared over a great meal.

Poogan's Hospitality Group is where classic dishes meet true craft and creativity; where the warmth is genuine and the caring is measured in small details; where casual comforts bring guests back and a nurturing work environment provides reasons for our team members to stay. By honoring these traditions, we have created our own brand of Southern hospitality.

If you would like to work for a growing company that continues to promote and cultivate a culture of honesty, integrity, and respect, we invite you to join us!

**What We Bring to the Table**

Competitive compensation coupled with a comprehensive benefits package that includes:

* Direct deposit
* Bonus opportunities dependent on restaurant’s financial results
* Health insurance coverage through BCBS with 24/7 telemedicine available\*
* 401(k) retirement plan with company match\*
* Paid time off\*
* Access to dental and vision coverage, critical illness and accident insurance, short-term disability insurance, AD&D insurance, and life insurance\*
* Dining discounts at all of our Poogan's Hospitality Group locations
* Exclusive shopping, travel, and entertainment discounts at hotels, theme parks, rental car agencies, and more
* Opportunities for career advancement. We prefer to promote from within!
* Opportunities for personal and professional growth through ongoing education, mentorship, and quarterly performance reviews

 \* for associates who meet eligibility requirements

**The Details of the Position**

Title: Restaurant Manager

Job Type: Full-Time

Work location: Poogan’s Porch

Responsibilities (include the following and other responsibilities that may be assigned as needed):

Assist the General Manager with a variety of tasks, including:

* Ensure all restaurant policies, procedures, standards, specifications, guidelines, and training programs are followed and completed on a timely basis
* Ensure all guests feel welcome and are given responsive, friendly, and courteous service
* Ensure all food and products are consistently prepared and served according to the restaurant’s recipes, portioning, cooking, and serving standards
* Control cash and other receipts by adhering to cash-handling and reconciliation procedures
* Achieve company objectives in sales, service, quality, sanitation, cleanliness, and facility appearance
* Investigate and resolve complaints regarding food quality, service, or accommodations
* Ensure that all products are received in correct unit count and condition, and deliveries are performed in accordance with receiving policies and procedures
* Control inventories of food, equipment, smallware, and liquor, and report any shortages
* Purchase or requisition any supplies and equipment needed
* Prepare all required paperwork (forms, reports, and schedules) in an organized and timely manner
* Fully understand and comply with all federal, state, county, and municipal regulations that pertain to health, safety, and labor
* Perform personnel actions, such as hiring and terminating staff, providing employee orientation and training, and conducting supervisory activities, such as creating work schedules or organizing employee time sheets
* Perform some food preparation or service tasks, such as cooking, clearing tables, and serving food and drinks when necessary
* Arrange for equipment maintenance and repairs, and coordinate a variety of services, such as waste removal and pest control
* Conduct meetings and collaborate with other personnel for menu planning, serving arrangements, and related tasks
* Attend all scheduled employee meetings and offer any suggestions for improvement

**What You Bring to the Table**

Your experience: 2 years of full-service restaurant management is preferred

Your education level: High school diploma or equivalent

Your abilities, skills, and traits:

* Possess a broad knowledge of full-service restaurant operations and the hospitality industry
* Demonstrate excellent customer service and conflict resolution skills
* Have a working knowledge and understanding of restaurant food safety and sanitation practices
* Demonstrate an ability to use Microsoft Office and point-of-sale systems
* Work well under pressure and be able to manage changing priorities
* Handle confidential and sensitive information with discretion
* Exhibit a positive and friendly demeanor to guests and team members
* Possess excellent organizational and planning skills
* Be dependable and punctual
* Be able to stand for duration of shift, climb stairs, and lift and move heavy items

**How to Take the Next Step**

We’d like to get to know you. If you are interested in this position, please respond with an up-to-date resume and a list of 2-3 potential interview times. Helpful hint: a cultural fit is important to us. To stand out among applicants, we recommend including a brief statement as to why you would make the next great addition to the team at Poogan’s Hospitality Group.