

Restaurant manager job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a restaurant manager to lead our team, run great shifts, and keep guest satisfaction, food quality, and profitability on track.

What you'll do

- Lead daily operations, open and close the restaurant, and manage shifts.
- Hire, train, schedule, coach, and discipline front and back of house staff.
- Monitor guest satisfaction and resolve complaints.
- Manage food and labor costs, inventory, and ordering against budget.
- Ensure food safety, sanitation, and alcohol service compliance.
- Handle cash, deposits, and end-of-day reports.
- Maintain equipment and coordinate repairs.
- Plan promotions and support local marketing.

What you'll need

- Two or more years of restaurant experience, including at least one in a supervisory role.
- Certified Food Protection Manager credential, or ability to obtain it within [30] days.
- Knowledge of food safety, labor scheduling, and cost control.
- Availability for nights, weekends, and holidays.

Nice to have

- Degree or certificate in hospitality management.
- Experience with [POS and scheduling systems].
- Bar or beverage program experience.

Skills

Leadership, Scheduling and labor control, Cost management, Guest recovery, Food safety, Calm decision making.

Physical demands and work environment

Restaurant. Requires standing and walking for long shifts, lifting up to 50 pounds, and working nights, weekends, and holidays.

Pay and benefits

[\$X to \$Y per year], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$33.36 (BLS OEWS, May 2025, SOC 11-9051, Food service managers).
- Median annual equivalent: \$69,390 (hourly median x 2,080 hours).
- Mean annual wage: \$74,880.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

Restaurant managers can be exempt under the executive exemption only if their primary duty is management, they regularly direct at least two full-time employees, they have real input on hiring and firing, and they're paid on a salary basis above the threshold (federally \$684 a week, higher in several states). Managers who mostly cook, serve, or run a register are often nonexempt despite their title. The FDA Food Code, adopted by most states, requires at least one certified food protection manager on staff.

How to customize it

- State the salary range and whether the role is exempt or hourly.
- Say how many staff the manager supervises.
- List bonus structure tied to sales or cost targets.
- Describe the schedule, including closes and weekends.

Interview questions

1. How do you build a schedule that controls labor without leaving shifts short?
2. Tell me about a time food cost went over budget. What did you change?
3. How do you coach a server whose guest scores are slipping?
4. Walk me through how you'd handle a health inspection that turns up a violation.

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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