**RESTAURANT CONTROLLER**

**JOB DESCRIPTION**

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| **Job Title:** | **CONTROLLER** |
| **Reports to:**  | **Operations Manager** |

**[SPECIFY THE FULL AND COMPLETE NAME OF THE RESTAURANT] Controller’s Key Skills, Qualifications, Requirements and Specification**

* Possessing a relevant professional qualification
* Possess a suitable background experience in inventory management and purchasing in a restaurant business industries
* Have a detailed understanding of inventory controls and management systems
* Have a strong analytical and problem solving skills
* Ideally possessing an excellent personal organisation and business administration skills in accordance with modern best practice methods
* Able to work productively, efficiently and effectively with initiative and drive under tight timeline and pressure while being able to maintain attention to detail and quality
* Ideally possessing the willingness to learn, improve and adapt
* Possessing relevant Information Technology (IT) skills in basic Microsoft (MS) Office applications - Outlook, Excel and Word in particular
* Ideally possessing an excellent negotiation skills to negotiate the best prices and deals with vendors
* Have a good organizing skills to arrange and maintain records of available stocks effectively
* Have an excellent, clear and concise verbal and written communication skills
* Ideally possessing a strong and confident personality
* Ideally possessing an organised and methodical approach
* Ideally possessing a high level of accuracy and attention to detail
* Ideally possessing a good time management for meeting strict deadlines
* Possessing a knowledge of and experience with accounting and purchasing software
* Demonstrate ability to proactively prioritize needs and effectively manage resources
* Able to troubleshoot computer-generated documents
* Able to create financial statements
* Able to create budgets
* Able to reconcile accounts
* Able to manipulate statistical data to create reports for management
* Ability to work flexible hours
* Ideally possessing a charismatic and talented personality
* Ideally possessing a big heart and genuine smile who passionately want to make a difference in the [SPECIFY YOUR RESTAURANT NAME]
* A team player with the drive and passion to succeed
* Possessing an outstanding interpersonal skills
* Ideally possessing a passion for superb service
* Have a proven success in a similar role and environment
* Ideally possessing an empathy towards customers and colleagues
* Ideally possessing pride and attention to detail
* Have a polished personal presentation
* Possessing a warm, confident and hospitable personality

**Areas of Responsibility**

* Supervision of the [SPECIFY YOUR RESTAURANT NAME] accounting team
* Verification of reported revenues of the [SPECIFY YOUR RESTAURANT NAME]
* Verification of expenses of the [SPECIFY YOUR RESTAURANT NAME]
* Balance sheet reconciliation of the [SPECIFY YOUR RESTAURANT NAME]
* Financial reporting for the [SPECIFY YOUR RESTAURANT NAME]

**Main Purpose and Description of the Job Position**

* Responsible for managing all inventory control related activities of the [SPECIFY YOUR

RESTAURANT NAME]

* Perform all necessary inventory control measures to make sure that the stock holding is minimized and stock system and paperwork accuracy are maximized
* Responsible for working and controlling ordering, purchasing, goods inwards and dispatch and issuing of food and beverage goods of the [SPECIFY YOUR RESTAURANT NAME] to make sure that the necessary functions are carried out correctly
* Monitors cost and quality of food and beverage deliveries of the [SPECIFY YOUR RESTAURANT NAME]
* Communicates with the Chefs and Managers who oversee food and beverage service processes of the [SPECIFY YOUR RESTAURANT NAME]
* Makes sure that the [SPECIFY YOUR RESTAURANT NAME] have a sufficient amount of foods and beverages to meet the customers’ needs
* Determine the consumption needs of the [SPECIFY YOUR RESTAURANT NAME] customers

**Main Duties and Responsibilities of a [SPECIFY YOUR RESTAURANT NAME] Controller**

* Develop an inventory management strategy for the restaurant in order to control costs within the [SPECIFY YOUR RESTAURANT NAME]’s budgetary limits, minimizing costs, generating savings, rationalising inventory and maximizing available working capital
* Implement the developed improvement processes and systems to reduce inventory, control costs with the [SPECIFY YOUR RESTAURANT NAME]’s budgetary limits, minimise costs and maximize available working capital
* Maintain and manage all material and stocked product inventory which includes but is not limited to stock profiles and stock locations
* Manage and control [SPECIFY YOUR RESTAURANT NAME]’s inventory stock counting and inventory accuracy checks
* Minimise overstocks and remove obsolete and redundant raw materials to maximize availability of working capital of the [SPECIFY YOUR RESTAURANT NAME]
* Makes sure that goods inward and stock control department of the [SPECIFY YOUR RESTAURANT NAME] is well organised and controlled to sufficiently support production and the goals of the [SPECIFY YOUR RESTAURANT NAME]
* Makes sure that all incoming products and materials of the [SPECIFY YOUR RESTAURANT NAME] is receipted and managed appropriately according to company procedure
* Makes sure that all materials of the [SPECIFY YOUR RESTAURANT NAME] are ready and available for production as and when required
* Makes sure that all materials of the [SPECIFY YOUR RESTAURANT NAME] that are late or holding up production for whatever reason are chased and followed up until received
* Makes sure that [SPECIFY YOUR RESTAURANT NAME] subcontract processes are received back and that suppliers are chased to make sure that there is and will be no late delivery situation
* Provide routine management information on inventory performance for the [SPECIFY YOUR RESTAURANT NAME]
* Monitor and evaluate consumables usage and costs of the [SPECIFY YOUR RESTAURANT NAME]
* Create accurate written procedures for all main inventory processes and functions, and maintain and edit the same from time to time according to necessity
* Responsible for managing and running planned stock takes of the [SPECIFY YOUR RESTAURANT NAME]
* Regularly perform cyclic stock checks for the [SPECIFY YOUR RESTAURANT NAME]
* Check and adjust shop floor data collection data of the [SPECIFY YOUR RESTAURANT NAME]
* Makes sure that works orders of the [SPECIFY YOUR RESTAURANT NAME] are correct and fully completed
* Makes sure that all stock of the [SPECIFY YOUR RESTAURANT NAME] has been allocated to the job correctly
* Ensures integrity and accuracy of the stock management system of the [SPECIFY YOUR RESTAURANT NAME]
* Produce daily reports to make sure that the key critical areas of the [SPECIFY YOUR RESTAURANT NAME]’s stock system are controlled and any discrepancies are addressed and resolved immediately
* Manage control measures of the [SPECIFY YOUR RESTAURANT NAME] to make sure that mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved immediately
* Periodically review the [SPECIFY YOUR RESTAURANT NAME] menu item prices to make sure that prices are high enough for the [SPECIFY YOUR RESTAURANT NAME] to earn adequate profit margins
* Make a complete compilation of [SPECIFY YOUR RESTAURANT NAME]’s food and beverage financial records, and forward the same to the [SPECIFY APPROPRIATE DEPARTMENT] for auditing
* Conduct market research to identify [SPECIFY YOUR RESTAURANT NAME] suppliers with the best prices
* Compiles and computes amounts and costs of food bought and sold from records of the Cashiers and other summaries of the [SPECIFY YOUR RESTAURANT NAME]
* Compute profit or loss on each item of food or beverages sold in the [SPECIFY YOUR RESTAURANT NAME]
* Liaises with the [SPECIFY YOUR RESTAURANT NAME]Purchasing Team as well as to the [SPECIFY YOUR RESTAURANT NAME] Chefs to make sure of accurate costing for food and beverage of the [SPECIFY YOUR RESTAURANT NAME]
* Ensures accurate preparation of all paperwork associated with the movement of all food and beverage stocks of the [SPECIFY YOUR RESTAURANT NAME]
* Monitors food and beverage performance of the [SPECIFY YOUR RESTAURANT NAME] through analysis of daily food covers, sales and cost reports
* Undertakes stock takes and produces food and liquor stock summaries of the [SPECIFY YOUR RESTAURANT NAME]
* Manage budget expense lines for food, beverage and other products of [SPECIFY YOUR RESTAURANT NAME]
* Takes a proactive approach to activity concerned by Cost Control and anticipating potential opportunities of the [SPECIFY YOUR RESTAURANT NAME]
* Develops service enhancements for the [SPECIFY YOUR RESTAURANT NAME]
* Monitor change in a financial environment of the [SPECIFY YOUR RESTAURANT NAME]
* Keeps abreast of newest trends and innovations in the restaurant business industry
* Perform other duties as may be required by the [SPECIFY YOUR RESTAURANT NAME] management

**Success Factors for a [SPECIFY YOUR RESTAURANT NAME] Controller**

* **Attend to detail.** Makes sure that all data is accurate and the work is thorough, thereby meeting the highest standards of the [SPECIFY YOUR RESTAURANT NAME].
* **Focus on the customer.** Always seeks to understand the internal and external customer of the [SPECIFY YOUR RESTAURANT NAME] and meet the needs of both the customer and the [SPECIFY YOUR RESTAURANT NAME].
* **Drive for results.** Works to achieve high levels of personal and organizational performance in

order to meet or exceed objectives of the [SPECIFY YOUR RESTAURANT NAME].

* **Improve continuously.** Always assess and adapt to current practices to improve the performance of a task.
* **Share information.** Provide information so that [SPECIFY YOUR RESTAURANT NAME] co-workers, customers and suppliers understand and can take action.
* **Foster Teamwork.** Works well in a team environment and motivate teams to sustain exceptional levels of performance in the [SPECIFY YOUR RESTAURANT NAME].
* **Develop self and others.** Continually work to develop own capabilities and the capabilities of other employees and staff members of the [SPECIFY THE FULL AND COMPLETE NAME OF THE RESTAURANT].

**I have fully read and understood the entire contents of this document and hereby accepts my job description as detailed.**

Signed:

[PLACE THE RESTAURANT CONTROLLER’S SIGNATURE HERE]

[SPECIFY THE FULL AND COMPLETE NAME OF THE RESTAURANT CONTROLLER]

Dated: [SPECIFY THE DATE OF SIGNING BY THE RESTAURANT CONTROLLER]