



## TITLE OF JOB: Director of Operations

LOCATION: Texas

POSTED: March 2023

### SUMMARY:

The Director of Operations will oversee operations in order to achieve stated objectives in sales, costs, employee retention, staffing, guest service and satisfaction; food quality, cleanliness and sanitation. Must be a visible and transparent leader in the daily floor operations within the restaurants. Provide coaching and development to leadership team to ensure effective communications with all associates.

### RESPONSIBILITIES:

- Assists the Regional Director of Operations with developing business strategies to reach organizational goals and objectives.
- Execute the current business strategy that anticipates rapid growth.
- Directs staffing requirements and budget guidelines in conjunction with annual financial statements.
- Ensures and holds team accountable that termination notifications are done on a daily basis to ensure compliance with badging requirements.
- Develops leadership team by setting goals and holds them accountable for delivering results.
- Create action plans to address retention and turnover.
- Ensures the optimization of schedules and holds team accountable to ensure payroll compliance.
- Work with team members to ensure quality storefronts and timely store openings.
- Assist Regional Director of Operations in resolving design issues and verify that submittals comply with authority and management companies design criteria.
- Assist location operators in the execution of day-to-day operations.
- Interface with Legal, Human Resources, Loss Prevention, Business Development, Finance and other business units in the daily affairs of the operation.
- Acts as corporate representative for public relations activities as needed.

### REQUIREMENTS:

- Bachelor's Degree in business administration, Hospitality, or related field. Master's degree a Plus.
- 2. 5+ plus years experience in upper management of food, beverage and retail operations handling multiple locations (15)
- Ability to work effectively with multiple departments and diverse populations
- Proficient with Microsoft Word, Excel and other associated software
- Be able to lead a team of employees to reach company goals
- Possess excellent strategic management skills
- Excellent oral and written Communication Skills
- Budget and Business Analysis
- Market and Risk Analysis
- Time Management, organization, planning, project management

### SALARY & BENEFITS:

Competitive salary and compensation for qualified candidates.

### FOR POSITION REQUIREMENTS AND SPECIFICATIONS PLEASE CONTACT:

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