



Position: GG at Home Shop Manager

Department: Retail

Who We Are: Gourmet Galley Catering is the premier wedding & event caterer in southeastern CT and Rhode Island. With over twenty years worth of custom events - from country picnics to drop-dead chic weddings, corporate and business grand openings to family reunions and sophisticated cocktail parties, we will provide all the trimmings from napkins to twinkling lights and we don't go home until the perfect event is complete.

What We Need: We are seeking a manager for our 2 retail stores in Niantic and North Stonington, beginning immediately. The candidate should have strong customer service as well as good written and spoken communication skills.

Job Description: The Manager will supervise a team of associates and will be responsible for creating and maintaining the employee schedule for the store, covering the banking duties. You will work closely with the marketing department to create weekly email marketing campaigns as well as daily social media posts about the store's specials, updates, and announcements. You should be comfortable handling cash and credit card transactions through the platform, Square. Food service experience as well as retail experience is a must. Weekend availability is required.

Responsibilities:

- Oversee all aspects of daily GG at Home Niantic operation
- Manage store schedules for GG Niantic and GG North Stonington
- Track, analyze, and act to improve store performance at all levels
- Achieve and exceed profit goals while maintaining expense controls and increasing sales
- Focus on customers satisfaction and needs, and hold employees accountable to provide the same superior service through best practices
- Ensure team members adhere to GG company policies, procedures, and guidelines including food safety practices
- Manage store merchandising, ordering/receiving, waste, recycling and returns
- Monitor all food and packaging inventories to ensure adequate supply, freshness, and proper product rotation
- Maintain refrigerated equipment and follow program to maintain the cleanliness of the area by a regular maintenance schedule of thorough cleaning and sanitizing
- Oversee control of all inventory, product cost, cash handling, and purchasing
- Oversee and monitor handling of cash, safe, registers, and square transactions
- Oversee and execute all necessary reporting and administrative duties such as: invoices, inventory, payroll, etc.
- Manage all GG at Home staff, to include hiring, training, and performance evaluations
- Foster positive work environment and lead by example
- In addition, assume other duties, tasks and projects per GG at Home's collective needs

Requirements and Skills:

- Minimum of 5 years of experience in the culinary industry (restaurant and catering included)
- Substantial knowledge of and passion for food and beverage
- Current food safety and sanitation certification - preferably FSSM, ANSI approved
- Knowledge and ability to operate basic kitchen equipment
- Superior customer service skills
- Excellent verbal and written communication, interpersonal and organizational skills
- Strong work ethic, initiative and leadership skills
- Ability to train current and new employees in company standards and product knowledge
- Manage staff scheduling for GG at Home Niantic and GG at Home North Stonington
- Proficient computer knowledge and skills including G Suite, Microsoft Word, Excel, Square, and utilizing social media platforms such as Instagram and Facebook
- Problem solving and analytical approach for day-to-day operations
- Ability to work rapidly, especially during peak periods to ensure that all customers are being served properly and store operations are being completed in a timely manner
- Ability to perform physical requirements of job including standing during scheduled hours, kneeling, stooping, using stairs, and lifting items of up to 40 pounds
- Great flexibility to work open to close schedule, and be available to staff store including nights, weekends and holidays
- Willingness to travel to different store locations to meet the demands of the business

Compensation: Full Time, Salary \$60-65k

Submit Cover Letter & Resume to: work@gourmet-galley.com