

## **General Manager I Duties and Responsibilities**

- Hiring, training and managing staff for day-to-day management, and implementing new operating procedures
- Managing weekly inventory and ordering of all supplies
- Managing all money deposits, expenses and record keeping for all entities
- Auditing and having payroll ready to be submitted every 2 weeks
- Scheduling of staff and ensuring we are covered at all times (especially during peak times)
- Making sure the facility is clean, organized and that inventory is stocked at all times
- Managing Lottery / Keno machines and keeping all records for each
- Keeping event and entertainment scheduling up-to-date at all times
- Attend and contribute to regular staff and team meetings to ensure that the staff understands their particular roles
- Contribute during peak times and filling in as needed to ensure our customers are always taken care of properly
- Attend regular meetings with owners to discuss issues concerning all operations
- Manage customer complaints and making sure they are rectified in a timely manner

## **Additional Duties**

- Oversee operations for “Dips on the Lake”
- Oversee upcoming new kitchen and food service operations
- Ensure the Rental business is managed properly

*Offering competitive compensation, plus bonus opportunities and benefits*