

High Level Area	Specific Functional Area	Examples of activities	Responsible	Accountable	Stakeholder	Informed
		illustrative of what involved in these areas but not exhaustive	Responsible does the work	Accountable has the final decision making authority - may do the work involved or may issue directions to someone else to do the all or part of the work involved	Stakeholder is at risk because of the elements and activities involved and therefore must be communicated with before the Accountable individual makes the final decision - must have input before the final decisions is made	Informed will be told about it as matter of course but input from this person is not mandatory before the final decision is made
Physical Plant and Infrastructure						
	Physical Improvements to Building and Premises	Contracting for Repairs	it depends on the situation probably contractors for anything that is not day to day	Investors	Operating Partner	appropriate restaurant managers
	Restaurant Equipment Purchases (greater than \$1000)	Replacing a damage piece of equipment	Operating Partner	Investors	Operating Partner	appropriate restaurant managers
Inventory Management						
	Food Ingredient Management and Purchasing	Contracting with a Restaurant Staples Supply firm Purchasing 'local' ingredients on a long erm	Operating Partner Head of Kitchen Operations possibly head of Bar Operations	Operating Partner		budgets for this activity
	Liquor Beverage Inventory Management and Purchasing	Purchasing Replacement Stocks Doing regular inventory taking Setting Inventory "to be maintained" levels	Operating Partner Head of Kitchen Operations possibly head of Bar Operations	Operating Partner		budgets for this activity
Restaurant Day to Day Operations						
	Bar Menus Creation and Maintenance	Creating a menu Printing or 'e-publishing" menus Changing the planned menu	Head of Bar Operations	Operating Partner	Head of Bar Operations	Investors
	Food Menu Creation and Maintenance	Creating a menu including specialty drinks Defining 'happy hours" Printing or 'e-publishing" menus Changing the planned menu	Head of Kitchen Operations	Operating Partner	Head of Kitchen Operations	Investors
	Kitchen Operations Day to Day Management	Directing Kitchen staff on a day to day basis Participating in the management of the interface processes between kitchen staff and front of the house staff	Head of Kitchen Operations	Operating Partner	Head of Bar Operations	
	Front of the House Operations Day to Day Management	Directing Service staff on a day to day basis Managing the necessary interface processes between Kitchen staff and front of the house operating staff	Head of Bar Operations Front of House Managers	Operating Partner	Head of Bar Operations Front of House Managers	

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	Music & Entertainment Planning and Contract Templates	Contracting with entertainment vendors Planning a 'schedule" of entertainment	Operating Partner	Operating Partner	Investors	
	Music & Entertainment Day to Day Production Management	Contracting with entertainment vendors		Operating Partner		Investors
	Restaurant Regulatory Agency Relationship Day to Day Management	Managing the relationship between the government agency individuals who conduct restaurant food and safety compliance	Head of Bar Operations Front of House Managers	Operating Partner	Investors	
Financial and Administrative Management						
	Day to Day Purchasing Outside of Inventory Management	buying supplies and equipment needed for 'back of the house' administrative management	various individuals working with or for The Investors	Investors		Operating Partner
	Account and Financial Record Keeping	Keeping the general ledger up to date to day Doing regular reporting (day to day), week to week, month to month, and year to year to all restaurant equity owners	various individuals working with or for The Investors	Investors	Operating Partner	
	Tax Filings / Compliance	Filing the necessary items after review by restaurant equity owners	various individuals working with or for The Investors	Investors	Operating Partner	
	Operating Staff Wage Level Setting	Setting the actual 'you will paid' levels for restaurant operating staff	Head of Bar Operations Front of House Managers Head of Kitchen Operations	Operating Partner	Investors	staff members as appropriate
	Management Level Staff Wage Level Setting	Setting the actual 'you will paid' levels for restaurant Management staff (Restaurant Operating Partner, Head of Kitchen Operations, Shift Managers) f	Investors	Investors	Operating Partner Head of Bar Operations Front of House Managers Head of Kitchen Operations	staff members as appropriate
	Bank and Lender Relationship Management	Managing the relationships with the 'bank' and the 'other loan' providers		Investors	Operating Partner	
	Landlord Relationship Management	Managing the negotiation of leasehold and other improvements with the landlord - maintaining the good will		Investors	Operating Partner	

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	Staff Candidate Sourcing	Do the recruiting open posting and other work (performance contract - job descriptions etc.) needed to ensure recruiting and manage staff turnover	Head of Kitchen Operations	Investors	Operating Partner	
	Front of the House Operating Staff Hiring	Making offers to final candidates for front of the House Operating positions - onboarding / training new staff members	Head of Bar Operations Front of House Managers	Operating Partner		Investors
	Kitchen Operating Staff Hiring	Making offers to final candidates for kitchen Operating positions - onboarding / training new staff members	Head of Kitchen Operations	Operating Partner		
	Restaurant Management Level Staff Hiring (e.g. Head of Kitchen, Shift Supervisors)	Making offers to final candidates for kitchen Operating positions - onboarding / training new staff members	Operating Partner	Operating Partner	Investors	staff members as appropriate
	Information Technology Infrastructure Management	Ensuring that the computer equipment, outsource web based services are adequate and 'secure'	various individuals working with or for The Investors	Investors	Operating Partner	staff members as appropriate
	Human Resources Regulatory Compliance (Policies, Safety, etc.)	Ensuring that the required policy and communication protocols required are in place and kept up to date	staff members as appropriate	Investors	Operating Partner	staff members as appropriate
	Emergency or Crisis Management	Managing a crisis - no matter what its source - food safety, disease management, law enforcement	Operating Partner	Operating Partner The Investors	Head of Bar Operations Front of House Managers Head of Kitchen Operations	staff members as appropriate
Marketing and Media Presence						
	Website Creation and Maintenance	Creating and maintaining the Osita web site - including its interaction with reservations taking, delivery and take out food	various individuals working with or for The Investors	Investors	Operating Partner	Head of Bar Operations Front of House Managers Head of Kitchen Operations
	Social Media Presence and Updates	Creating and maintain a regularly updated 'restaurant buzz" on Facebook, Instagram, and Tik Tok to encourage 'walk in' and potentially take out and other business	various individuals working with or for The Investors	Investors	Operating Partner	Head of Bar Operations Front of House Managers Head of Kitchen Operations

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Traditional Media Relationships and Media Postings etc.	Managing the relationship with local more traditional influencers, restaurant critics and other 'food service' influencers	outside people such as media writers, social media presence influencers etc.	Operating Partner	The Investors	Head of Bar Operations Front of House Managers Head of Kitchen Operations