

## Job Description

### **Job Title: Assistant Manager**

**Reports To:** Store Manager and Area Manager

**Summary:** Responsible for assisting in the supervision and for performing all functions relating to the effective operation of the restaurant by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Accommodates and documents the needs of customers and communicates these needs to the staff.
2. Maintains a clean work area within company and state standards.
3. Oversees all employees' handling of food and kitchen equipment.  
Ensures that the team is following safe work and health standards such as OSHA, local health codes and Employer's safety policies.  
Reports to supervisors and makes corrections immediately in case any unsafe practices are found.
4. Oversees and monitors portion control and quality standards of food and beverages.
5. Resolves customer and/or employee problems or complaints in a timely manner.
6. Facilitates staff meetings and maintains a program for sound employee relations and safety of all employees.
7. Orders food, beverages and other supplies as needed.
8. Assists with stocking inventory as needed.
9. Initiates and oversees in-house promotions for the restaurant.

### **Supervisory Responsibilities:**

1. Orientates new employees and provides initial on-the-job training.
2. Oversees training functions of the new and current employees.
3. Establishes and controls the weekly work schedule for employees.
4. Develops and maintains an effective restaurant through the selection, training, motivation, and review of staff.

**Skills:**

Oral Communication Skills  
Written Communication Skills  
Customer Relations  
Customer Service  
Diplomacy

Math Aptitude  
Organization  
Planning  
Professionalism  
Project Management  
Reading Skills

Time Management  
Computer Literacy  
Manual Dexterity  
Lifting up to 50 pounds

**Education/Experience:**

High School Diploma or Equivalent. Prior management experience is preferred.