

JOB DESCRIPTION

Job Title: ASSISTANT MANAGER
Department: Operations
Job Reports To: Assistant General Manager
General Manager
Director of Operations
Vice President of Operations



X Exempt O Non-Exempt

This job description provides a general guideline to the most common duties and responsibilities, and minimum requirements and qualifications for the position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the Company.

Basic Function: Responsible for the daily operations of the restaurant while maintaining the highest possible level of product and service. Responsibilities also include assisting in the maintenance of the restaurant records and developing and retaining a qualified staff to provide optimum levels of product and service.

Principle Duties:

- Trains and develops staff to full potential.
- Assists in the control of unit sales and accounting functions.
- Assists in implementing and monitoring company personnel programs.
- Maintains company standard for sanitation and safety.
- Conducts performance reviews for hourly employees.
- Responsible for ensuring excellent customer relations and satisfaction
- Develops and maintains cash control and security for unit.
- Assists with the ordering, receiving, storage and presentation of all food products.

Position Specifications:

1. Educational or Experience Requirements:
 - Minimum of one-year management or supervisory experience.
2. Essential Mental Requirements:
 - Must be able to work as an integral part of the management team.
 - Must be able to maintain rapport with supervisors and subordinates.
 - Must be able to cope with a fast-paced work environment.
 - Must be innovative and willing to take initiative.
 - Must present a professional image to staff and guests.
 - Must have the ability to plan and organize.
3. Essential Physical Requirements:
 - Must be able to lift 50 pounds
 - Able to remain standing for long periods of time.