

Restaurant Assistant Manager

Are you passionate about delivering exceptional dining experiences and ready to lead a dynamic team? We are looking for a dedicated and enthusiastic Restaurant Assistant Manager to join our team and ensure our restaurant runs smoothly and efficiently.

Key Responsibilities:

1. General Management:

- Collaborate with the Chef/Owner on daily, weekly, and specialty menus.
- Delegate operational needs and tasks effectively.
- Assist with hiring, interviewing, and training staff members.

2. Staff Supervision:

- Direct daily activities and ensure staff performance meets quality standards.
- Coordinate communication between front-of-house and back-of-house teams.
- Supervise kitchen and wait staff, providing support and assistance as needed.

3. Administrative Tasks:

- Prepare shift schedules and manage staff rotations.
- Maintain detailed records of daily, weekly, and monthly costs and revenues.
- Compile and submit weekly, monthly, and quarterly reports.

4. Guest Experience:

- Gather and act on guest feedback to continuously improve dining experiences.
- Recommend enhancements to menus and service offerings.

5. Ordering and Inventory Management:

- Research and negotiate with new wholesale food suppliers.
- Calculate future needs for equipment and supplies.
- Manage inventory levels and ensure timely replenishment of stock.

Requirements and Skills:

- Previous work experience as a Restaurant Assistant Manager or in a similar role.
- Exceptional customer service skills and a positive attitude.
- Familiarity with restaurant management software (e.g., OpenTable, PeachWorks).
- Strong math and reporting skills (Excel, PowerPoint, etc.).
- Excellent communication and team management abilities.
- Availability to work within opening hours, including evenings, weekends, and holidays.
- High school diploma required; a Bachelor's degree or certification in hospitality is a plus.
- ServSafe Certification.

Why Join Us?

We believe in creating an inclusive and supportive work environment where everyone feels valued. If you are ready to take the next step in your career and make a meaningful impact, we would love to hear from you.

Apply today and help us create memorable dining experiences for our guests!

Email your resume to eatatsle@gmail.com