

Assistant Restaurant/Bar Manager

JOB SUMMARY:

As a key member of our food and beverage management staff, our Assistant Restaurant & Bar Manager will assist in the establishment of and the smooth, efficient ongoing service of the restaurant and lounge. The ideal candidate in this position must thrive in a dynamic, fast-paced environment, maintaining a courteous demeanor with customers, as well as effectively making use of downtime. Strong leadership and personnel management skills should be accompanied by a customer service orientation and commitment to company values and image. The assistant manager will work as the Lead bartender three nights per week and floor manager two nights per week.

ESSENTIAL JOB FUNCTIONS:

1. Oversee the preparation of beverages and ensure quality of product served to included Mixes drinks, cocktails and bar beverages.
2. Create and maintain a specialty cocktail program.
3. Bring on new products and training materials to go along with them
4. Ensures that equipment is clean and in proper working condition.
5. Monitor inventory of beverages to ensure adequate stock is maintained and to prevent excess pours or abuse by staff. Requisition purchases as needed.
6. Review sales and beverage costs and reconcile any discrepancies in accounting.
7. Assist in developing and implementing creative strategies to increase revenues and average checks.
8. Resolve customer complaints prompt and according to company guidelines
9. Assist in training the outlet staff to ensure exceptional service.
10. Provide staff training on Liquor, Beer and Wine.
11. Implement cost control measures including review of par levels and inventory.
12. Provide for coverage in case of employee absence and adjust staffing as necessary to meet business demands.
13. Maintain a strong presence on the floor during business hours.
14. All other duties as assigned by management

JOB QUALIFICATIONS:

1. Must be over 21 years of age
2. Must be willing to work a variety of day/night and weekend shifts.
3. Must have two years prior experience as lead Bartender or Management
4. Extensive working knowledge of alcoholic beverages
5. Must be able to mix common and exotic drinks.
6. Proficiency with point of sale software
7. Ability to meet and exceed customer expectations.
8. Must have approachable, friendly, positive service-oriented attitude with excellent people and communication skills
9. Must be knowledgeable of local and state regulations related to alcohol service and health code compliance
10. Ability to read, write and speak English.
11. Requires strong organizational skills and the ability to "multi-task."
12. Ability to work independently as well as lead, manage and motivate a team

PHYSICAL REQUIREMENTS:

1. Sitting occasionally, backed chair, complete paper work
2. Standing, walking constantly on various surfaces
3. Crouching occasionally
4. Kneeing, crawling occasionally, cleaning or picking up debris
5. Stopping frequently, loading carts and trays while serving food and beverages
6. Bending & Twisting constantly, serving guests, monitor dining room activity, maneuvering through crowds and staff
7. Climbing occasionally on stairs or stepladders
8. Reaching overhead, (extension frequently) stocking supplies, carrying trays, serve at arms' length extension
9. Handling, grasping frequently serving food
10. Will be required to lift up to 50 lbs.

LICENSES OR CERTIFICATES:

Food Handler's Permit
Alcohol Handler's Permit – Class 13

GROOMING:

All employees must maintain a neat, clean and well-groomed appearance

ENVIRONMENTAL SETTINGS:

1. Safety requirements: Adhere to company property and department safety standards that include MSDS/SDS awareness, equipment and procedures at all times.
2. Exposures to cleaning chemicals that include MSDS/SDS education and awareness for yourself and team members.
3. Operation and maintenance of equipment and the necessary supply of tools for team members success.

