



## Job Description – Assistant Restaurant Manager

### Title

Assistant Restaurant Manager

### Description

The Assistant Restaurant Manager is someone who is passionate about food and customer service. They are a problem-solver with strong work ethic and leadership skills. The Assistant Restaurant Manager understands that customer satisfaction always takes priority but efficient restaurant operations make it possible. They are an experienced leader with a goal to move up in the management field.

### Responsibilities

- Identify and delegate responsibilities to shift leaders and staff to ensure objectives are met and excellent service is consistently achieved
- Effectively manage the restaurant in the absence of the Restaurant Manager
- Manage operations with passion, integrity, and knowledge while promoting the culture and values of the Silo
- Implement new company policies and procedures by developing plans and instructing staff
- Provide direction to shift leaders, and staff to achieve restaurant goals
- Consistently review operations and staff to identify any problems, concerns, and opportunities for improvement
- Provide coaching and feedback to managers and staff and assess performance on an ongoing basis
- Create a positive guest experience by delivering a high level of service and ensuring all staff engage guests to understand their needs and exceed expectations
- Manage the restaurant to meet or exceed standards in food quality, safety, and cleanliness
- Consistently monitor product and labor costs to remain within goals
- Solicit guest feedback to understand the needs and wants of customers
- Train and coach staff on guest services principles and practices
- Follow the Silo Restaurant policies and procedures, including those for cash handling and safety/security
- Monitor and maintain the Micros POS System
- Assist in new menu implementation
- Develop and implement creative solutions to areas of improvement
- Assist in conducting staff and daily pre-shift meetings
- Assist in any areas of the restaurant when staffing constraints require
- Identify employee weaknesses and retrain as necessary
- Complete the season to the specifications outlined in your Employment Contract.

### Minimum Qualifications

- Minimum Age: 19 years
- Previous Experience: Prior Restaurant and Management Experience
- Must have reliable transportation
- Able to use touch-sensitive POS System
- Able to lift minimum of 10 lbs.
- Able to work in a high-temperature kitchen for an extended period of time
- Completed training in all areas of restaurant
- Must be able to take direction and delegate responsibilities
- Able to work in a fast paced environment
- Able to work nights, weekends, and holidays