

Job title	<i>Assistant Restaurant Manager</i>
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Duties and Responsibilities

- Assist in the management of the JORY Restaurant and Wine Bar
- Provide quality service, compliance with policies and procedures and federal, state and local regulations while meeting/exceeding financial goals.
- Recommend promotional ideas and procedural changes. Assist with preparing forecasts to help control the budgets for the various outlets.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Assist Restaurant Manager with hiring, training, developing, coach and counseling, performance and salary reviews, resolving problems, provide open communications and recommend discipline and termination, as appropriate.
- Manage the operations of the restaurant, room service and lounge to ensure compliance with SOPs, safety regulations and all other federal, state and local regulations to ensure an optimal level of service, quality and hospitality are provided to guests.
- Assist with Forecast, implementing, monitoring, control and reporting on the various outlet budgets and their components (labor costs, food costs, beverage costs, supplies, equipment, etc.) to maximize revenue and minimize expenses while ensuring adequate supplies and staff are on hand to provide top quality customer service.
- Recommend and manage the implementation of promotions, displays, and other ideas within approved guidelines to capture more in house guests and a larger share of the local market.
- Respond to customer trends, needs, issues, comments and problems to ensure a quality experience and enhance future sales prospects.
- Monitor the maintenance/sanitation of the various outlets and equipment to protect the assets, comply with regulations and ensure a safe work environment. Recommend changes/fixes to maintenance department.

OTHER DUTIES/RESPONSIBILITIES

- Promote accident prevention to minimize occurrences of accidents.
- May assume the responsibilities of the Restaurant Manager in his/her absence.
- Perform special projects & other responsibilities as assigned. Participate in task forces and committees as required.

Job Skills/Requirements/Qualifications

- Great communication skills
- The ability to work well and communicate effectively with other managers and departments
- Upscale food service and bartending history
- Previous leadership roles in hospitality
- Knowledge of fine wines and cocktails
- A respectful management style
- Wine Certification (preferred)
- OLCC License
- Food Handlers Permit
- Ability to work a flexible schedule to include weekends, evenings and holidays.
- An enthusiastic, positive demeanor and desire to provide exceptional guest service
- Background Check/Drug Screening

Working conditions/ Physical requirements

- Ability to be on your feet for 8 hour shifts.