

# Plowboys BBQ

Job Title: Assistant Manager	Job Code: ASSTMGR
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## Position Overview

The position of Assistant Manager works with the General Manager, Managers and other Assistant Managers to coach and lead staff to deliver great food and even better service to our patrons. Assistant Managers should exemplify the standards of service and conduct expected of all employees. Assistant Managers are empowered to ensure customer satisfaction. The Assistant Manager reports to the General Manager.

## Essential Job Functions

- Supervise all kitchen and service staff
- Write and communicate job task instructions
- Review staff attendance
- Ensures all scheduled shifts are covered
- Take and fill customer orders
- Approve comps based on company limits of authority
- Enforces company policies and procedures
- Facilitates progressive disciplinary process
- Interviews, hires & terminates employees with General Manager approval
- Communicates job expectations to all staff
- Praises staff for a job well done
- Ensure positive and constructive communication between Pit Crew and kitchen staff
- Makes customers feel welcome
- Understands the Plowboys menu, story, and brand
- Avoids legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; complying with legal regulations; securing revenues
- Updates job knowledge through educational opportunities; reading professional publications
- Monitors food portions, quality, presentation, and service
- Ensures coverage of all essential shifts
- Minimizes waste within the organization at all times
- Reviews and approves register till counts
- Manages money drops at registers and central store safe

## Non-essential Job Functions

- Receive vendor shipments and provide payment with check signed by GM
- Explores opportunities to add value to the organization
- Contributes information and recommendations to strategic plans and reviews

## Requirements

- 3 Years Retail Food Service Experience
- 2 Years experience supervising retail food service staff
- High School Diploma or Equivalent
- Experience with Aloha or other advanced POS systems

- Quick Service restaurant experience a plus
- No Drug or theft convictions

#### **Other Skills/Abilities**

- People Management
- Planning
- Foster Teamwork
- Giving Feedback
- Customer Service
- Self-Motivated
- High Energy Level
- Multi-tasking
- Resolving Conflict
- Verbal Communication
- Written Communication
- Standing for long periods up and exceeding four hours
- Able to lift at least 40 lbs
- Able to lift up to 25 lbs overhead

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.