



# Assistant Restaurant Manager 1

## Job summary

The [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) manages all restaurant operations including staff supervision, guest service, training, and administrative duties. Provides oversight of dining room, kitchen, bar, auxiliary service areas, day tours, and special functions.

As our employee, you receive extremely affordable employee housing, discounted meals, employee discounts to explore other restaurant properties, and a generous benefits program for full-time employees.

## Responsibilities

Responsible for front-of-the-house service flow among all assigned unit operations. Utilize floor management software program for all dining periods. Actively manage floor activity during peak periods.

Participates in the training of all new and promoted front-of-house employees and maintains server standards set for that unit during all shifts.

Assists in scheduling front-of-the-house employees while maintaining labor costs within the plan.

Maintain an effective floor management program with all-day tours, special events, and special guest requests according to instructions from Sales Department and Restaurant Manager.

Interacts with guest concerns, requests, and suggestions. Table touches with every re-fired entree.

Performs administrative and payroll duties and maintain effective communication through the daily journal and email.

Participates with monthly inventory following accounting protocols.

Helps achieve and maintain the highest possible scores on health inspections, NPS concession inspections, and guest comment cards.

Checks side work completed before opening and before closing.

Administer corrective action as necessary consulting/communicating with Restaurant Manager or Food & Beverage Executive Management as necessary. Ensure that Human Resources management approves any discharges.

## Requirements

Two years supervisory experience in Food & Beverage front-of-house operations.

Ability to supervise others, especially front of the house and/or entry-level employees.

Effective oral and written communication skills.

Experience with POS systems, Word, and computerized spreadsheets helpful.

Basic budget knowledge.

Customer service experience in high volume food & beverage operations.

Cash Handling experience.



## Assistant Restaurant Manager 2

### Job summary

As an Assistant Restaurant Manager, you'll help employees make sure that "every guest leaves happy." It's a high-energy, high-motivation, high-reward management opportunity and it's waiting for you right now.

### Responsibilities

Make daily decisions that involve time management, staff scheduling and support, upholding product quality, cleanliness, and other Company standards

Build sales and maximize profits by effectively recruiting, training, developing, and communicating Company and Guest expectations to the entire team

Coach, teach and motivate the team to maintain high-quality Guest service and safety

Understands cost control procedures, financial accounting, inventory levels, and labor management

### Requirements

Coaching and Developing Others

Effective Communication

Composure

Resourcefulness

Demonstrates Ethics & Integrity

Time & Priority Management

Must be able to work 40 hours a week

Must have a high-school diploma or GED

Must be at least 21 years of age or older (RVP approval may allow for hiring at the age permitted by local law for selling, ringing up, checking identification, and serving alcohol)

Minimum of one (1) year experience managing people, preferably in the food service industry, OR experience as an Opening Coordinator for at least six (6) months

Must be able to lift or carry objects weighing 0-50 pounds during scheduled shift

Must be able to stand, bend, kneel, reach, push/pull, walk, and squat during scheduled shifts.

The work environment includes flashing and flickering lights, moving mechanical parts, and loud noise, as well as exposure to non-weather related wet, humid, extreme heat, and extremely cold conditions

## Assistant Restaurant Manager 3



## Job summary

Entry-level management position that assists in the daily operations of Restaurants/Bars and Room Service. The [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) assists with menu planning, maintains sanitation standards, assists servers and hosts on the floor during peak meal periods, and supervises Restaurants/Bars and Room Service Departments, where applicable. Responsibilities include ensuring guest and employee satisfaction while maintaining the operating budget. Accountable to ensure standards and legal obligations are followed.

## Responsibilities

Handles employee questions and concerns.

Monitors employees to ensure performance expectations are met.

Provides feedback to employees based on observation of service behaviors.

Assists in supervising daily shift operations.

Supervises restaurant and all related areas in the absence of the Director of Restaurants or Restaurant Manager.

Participates in department meetings by communicating a clear and consistent message regarding the departmental goals to produce desired results.

Ensures all employees have proper supplies, equipment, and uniforms.

Communicate to Chef and Restaurant Manager any issues regarding food quality and service levels.

Assists in ensuring compliance with all restaurant policies, standards, and procedures.

Monitors alcohol beverage service in compliance with local laws.

Assists in achieving or exceeding budgeted goals.

Performs all duties of restaurant employees and related departments as necessary.

Opens and closes restaurant shifts.

Interacts with guests to obtain feedback on product quality and service levels.

Supervises staffing levels to ensure that guest service, operational needs, and financial objectives are met.

Encourages employees to provide excellent customer service within guidelines.

Handles guest problems and complaints, seeking assistance from supervisor as necessary.

Strives to improve service performance.

Sets a positive example for guest relations.

Assists in the review of comment cards and guest satisfaction results with employees.

Meets and greets guests.

## Requirements

High school diploma or GED; 3 years experience in the food and beverage, culinary, or related professional area.

2-year degree from an accredited university in Food Service Management, Hotel and Restaurant Management,



Hospitality, Business Administration, or related major; 1-year experience in the food and beverage, culinary, or related professional area.

## Assistant Restaurant Manager 4

### Job summary

Reporting to the [Restaurant General Manager](https://100hires.com/restaurant-general-manager-job-description.html) the [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) will assist in directing the activities and be measured on the results of the restaurants, sustainability of food and beverage initiatives, high standards of food and beverage quality, service, revenues, and profit margins.

### Responsibilities

Effectively lead operational excellence with a focus on financial, team member, and guest results in metrics

Ensure the highest quality of food and beverage standards for product and service are maintained

Attendance at and participation in weekly Property Manager, Food and Beverage, and Preconvention meetings

Impact and influence the growth of Restaurant revenues

Assist in developing and mentoring high-potential leaders within the department

Ensure all brand standards are implemented and maintained

Create competitive and progressive growth culture within the department with high [team member](https://100hires.com/team-member-job-description.html) retention

Empowers employees to provide excellent service for both internal and external customers

Assists in timely analysis of Food and Beverage pricing for the restaurant benchmarking local competitive set

Observes service behaviors of employees and provides feedback to individuals including praise and necessary discipline

Understands the impact of the department's operations on the overall property financial goals and manages to achieve or exceed goals

Ability to monitor operations and access need for the adjustments both during operational situations as well as for structural improvement and growth

Interacts with customers to obtain feedback on the quality of products, service levels, and overall satisfaction

Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed

Analyzes information and evaluates results to choose the best solution and solve problems

Has full knowledge and understanding of our company's handbook, SOP, and processes; adheres to and enforces those in a fair and consistent manner



Follows consistent employee progressive discipline procedures

Solicits employee feedback, utilizes an "open door" policy, and reviews employee satisfaction results to identify and address employee problems or concerns

Supports a departmental orientation program for employees to receive the appropriate new hire training to successfully perform their job

Signs off on all hourly associate schedules

Other job duties as assigned

## Requirements

Microsoft Office (Outlook, Excel, Word)

Hotel POS System (for example, Micros )

College degree preferred

Experience in a leadership role (specifically leading other managers)

Large Volume exposure preferred

Knowledge of Health and Sanitation Practices

Lifting and carrying of objects, 30-40 pounds

Ability to push or pull objects 50-100 pounds

Ability to go between hot and cold temperatures

## Assistant Restaurant Manager 5

### Job summary

As an Assistant Restaurant Manager, you will get the opportunity to work in our Restaurant. This position oversees and coordinates the planning, organizing, training, and leadership necessary to achieve objectives in sales, costs, employee retention, guest service and satisfaction, food quality, cleanliness, and sanitation. This is a hands-on management role balancing a supportive work environment, sound business decisions, and high-level hospitality.

### Responsibilities

Understand completely all policies, procedures, standards, specifications, guidelines and training programs.

Ensure a welcoming environment and courteous responsive service to all guests.

Ensure all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.

Uphold company revenue and profit goals, service standards, quality, appearance of facility, sanitation and cleanliness through training of employees, accountability and a positive productive work environment.

Adhere to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.



Fill in where needed to ensure guest service standards and efficient operations.

Teach and develop hourly staff in all areas of service, leadership and professional development.

Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and upholding preventative maintenance programs.

Ensure that all products are received in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.

Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.

Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair, and consistent corrective action for all violations of company policies, rules, and procedures.

Fully understand and comply with all federal, state, county, and municipal regulations that pertain to health, safety, and labor requirements of the restaurant, employees, and guests.

## Requirements

At least 21 years of age.

Know service and food and beverage, generally involving at least three years of front-of-the-house operations and/or assistant management positions.

Possess basic math skills and the ability to operate a cash register and POS system.

Be able to work in a standing position for long periods (up to 8 hours).

Be able to reach, bend, stoop, and frequently lift up to 50 pounds.

Must have the stamina to work 40 to 50 hours per week.

## Assistant Restaurant Manager 6

### Job summary

The [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) performs food and beverage-related duties at the professional level and will support guests in every manner to ensure the highest level of guest satisfaction. Focuses on operational functionality in regards to the restaurant, room service, and pool operation.

### Responsibilities

Responsible for onboarding training plans for new staff members in absence of the Restaurant Manager

Assists with monitoring all communication between Food and Beverage and other Departments

Oversee all aspects of operations in the dining room during AM shifts and PM shifts when required. We are seeking dynamic personalities who work hard and have fun in a challenging environment.



Satisfying guest needs and exceeding their expectations by projecting a positive hotel image through proper grooming, appropriate verbal communication, and taking responsibility for guest needs.

Decision-making in line with service standards throughout service to ensure best the possible guest experience.

Assist with maintaining control of beverage costs.

Assist with inventory of all F&B product, durable and non-durable items.

Run daily line-up and communicate pertinent information to the Food and Beverage staff.

Responsible for checking table settings and that the dining room is ready for our guests before each service period.

Knowledge of all menu items and accompanying silverware.

Ensure that orders are relayed to the kitchen in an accurate and timely manner.

Checking standards in the dining room to maintain consistency with the service standards put in place.

## Requirements

Must be proficient in the use of Micros, Opera, Reserve, Time-Force, and Adaco systems.

Firm knowledge of dining room and kitchen procedures is required.

Previous supervisory or management experience required.

Strong computer abilities including Microsoft Excel and Word are preferred.

Must be able to work a flexible schedule at all times, including weekends and holidays.

## Assistant Restaurant Manager 7

### Job summary

As an [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) at Restaurant, you would be responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) to deliver an excellent guest experience.

### Responsibilities

Assist in the management of operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls, and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation

Assist in monitoring and developing [team member](https://100hires.com/team-member-job-description.html) performance to include, but not limited to, providing supervision, conducting counseling and evaluations, and delivering recognition and reward

Assist in monitoring and assessing product quality and service and satisfaction trends, evaluate and address issues and



make improvements accordingly

Ensure compliance with health, safety, sanitation, and alcohol awareness standards

Assist in initiating and implementing marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue

Assist in recruiting, interviewing, and training team members

Act in the absence of the manager, as needed

## Requirements

Quality

Productivity

Dependability

Customer Focus

Adaptability

## Assistant Restaurant Manager 8

### Job summary

We are seeking an [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) who is warm, hospitable and starts with the heart. Candidates will have an opportunity to be a part of a cohesive and dynamic team with opportunities to build a successful career.

### Responsibilities

Ensure that the hotel guests' expectations are fulfilled and personalize the guest stay from pre-arrival, arrival, departure, post-departure, and during the guest stay.

Responds to a wide variety of guest requests by accurately assessing the guest's needs and requests and then adding personal recommendations and touches to achieve maximum customer satisfaction while complying with all Restaurant policies.

### Requirements

Solid communication and organization skills

Proficiency in the use of Microsoft Office (Excel, Word)

Strong interpersonal and team player skills

Strong leadership and management skills

Knowledge of Opera preferred but not required





## Assistant Restaurant Manager 9

### Job summary

The [Assistant Restaurant Manager](https://100hires.com/assistant-restaurant-manager-job-description.html) oversees and supports the day-to-day operations of the restaurant while working in conjunction with the Restaurant Manager to enhance the performance, productivity, efficiency, and profitability of the restaurant. The ideal candidate must be an excellent leader who is also knowledgeable in food and customer service standards. The goal of the ARM is to facilitate the development and management of the restaurant to ensure long-term success.

### Responsibilities

- Perform opening and closing duties.
- Supervise staff and daily operations.
- Recruit, hire, train, and coach team members.
- Create schedules to meet staffing needs.
- Ensure compliance with local, state, and federal laws as well as food handling and beverage service guidelines.
- Review restaurant metrics and measure goals.
- Uphold proper restaurant processes and procedures.
- Follow up on guest issues with both guests and team members.

### Requirements

- High school diploma, GED, or equivalent
- Previous supervisory experience with proven knowledge of restaurant processes
- Excellent organizational and leadership abilities
- Outstanding communication and people skills
- Attention to cleanliness and safety
- Knowledge of the industry's legal rules and guidelines
- Proficient in MS Office and POS software
- Guest-orientated and trustworthy
- Full Weekend availability

## Assistant Restaurant Manager 10

### Job summary

We are looking for an Assistant Restaurant Manager.



## Responsibilities

Monitor, develop and implement schedules for the operation of all restaurants and bars to achieve a profitable result while controlling labor cost/payroll.

Partners with the Culinary Director in the creation and merchandising of attractive menu designs to attract a predetermined customer market.

Implement effective controls of food, beverage, and labor costs and monitor the Restaurant and Bar's budget to ensure efficient operation and that expenditures stay within budget limitations, including achieving budgeted revenue and labor expenses.

Regularly review and evaluate the degree of customer satisfaction of the entire front-of-the-house food and beverage operation, recommend new operating and marketing policies whenever a change in demand, customer dissatisfaction, or a change in a competitive environment requires such changes. Investigate and resolve food quality and service complaints. Develop, along with assistance from department heads, operating tools necessary and incidental to modern management principles such as budgeting, forecasting, purchase specifications, recipes, portion specifications, menu abstracts, food production control, job descriptions, etc.

## Requirements

**Education:** More than two years of post-high school education; culinary, sales and service background required. A college degree in a related field is preferred.

**Experience:** Experience required by the position is two to three years of employment in a related position with this company or other organization(s).

**Skills and Abilities:** Requires advanced knowledge of the principles and practices within the food profession. This includes experiential knowledge required for the management of people and/or complex problems and food and beverage management.