



Job Description

Role, Responsibilities, Results, Requirements

Position:	Assistant Manager
Department:	FOH
Reports To:	General Manager
Job Type:	Full Time (55+ hours/week) Salaried Position Potential Profit Share Opportunities

Role (Overview Of The Position)

- As one of the voices of a restaurant within the Chef Life Food Group, you will oversee service of our front and back operation and foh Team Members on a daily basis.
- Execute the procedures, recipes & bar programs under the supervision of Chefs Sonia & Tony Marciante the proprietors & your General Manager
- Oversee the purchasing process directly or indirectly daily by taking inventory of our food, beverage & other supplies using our approved vendors & companies
- We are VERY open to your creativity and input on our vision, while remaining in the rails of our concepts.

Responsibilities (Tasks Associated With This Role)

- Integral shared responsibility to oversee operations in both FOH & BOH along with our GM/Chefs/Sous Chefs to maintain the highest quality of service, food and beverage to our guests.

- Lead our teams by example to consistently build guest loyalty while supporting our business values creatively & financially.
- Maintain all cost centers within or better than expected goals as set by the team on a yearly, quarterly and weekly basis.
- Supervise and remain accountable for all products in our restaurant including food, alcohol and non food with strict adherence to quality & pricing guidelines.
- Interface with our all staff with the mentality of an owner/partner. Professional, bringing high value and excitement for our business.
- Manage our food & beverage storages, physically adjusting as appropriate
- Maintain expected food cost, bar cost percentages, labor cost percentages and staff morale.
- Work within our framework to provide feedback regarding employee performance, including evaluations for raises and/or employee corrections.
- Remain professional at all times, adhering to expected conduct requirements and performance expectations.

Results (Expected Accomplishments)

- Engage with consumers at the restaurant, attracting new guests and potential business to company products and services.
- Generate increased per person sales & represent future business opportunities (*catering, products, other meal periods*)
- Assist in achieving company sales and marketing goals day to day, week to week and monthly.
- Build brand always.
- Incorporate our various lines of products (restaurant, retail, online) into one seamless experience and help us to grow the company.

Requirements (Expected Proficiencies)

- Exceptional organizational and time management skills
 - Being versatile, flexible, and willing to work within constantly changing priorities and being able to prioritize tasks and responsibilities accordingly.

- Adhere to recipes for all beverage production
 - Understanding clearly the expectations from ownership/management in order to provide excellence in the restaurant experience.

- Outstanding interpersonal and communication skills:
 - Communicating clearly, both in writing and verbally, in order to build trust and cultivate relationships with customers, clients, coworkers, and owners.
 - Displaying strong customer skills in order to anticipate customers' needs so as to create customized strategies to interact with them.
 - Having a friendly and engaging personality in order to foster and maintain positive client relationships and demonstrating that you are a team player.

- Analytical and problem-solving skills
 - Effectively reading and interpreting product information; and
 - Identifying issues and resolving problems in a timely manner using creativity and good judgment.

- Being able to learn and adapt quickly, while facing continuously changing demands.

This job description is not all-inclusive and certain activities, duties or responsibilities may be required of the staff as needed.

Thank you, Chef Tony Marciante & Chef Sonia Marciante

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