

JOB POSTING

POSTION: Assistant Restaurant Manager
REPORTS TO: Restaurant Manager
RESPONSIBLE FOR: Restaurant Supervisors
ORB Servers, Server Assistants, Hosts, Bartenders

JOB FUNCTION:

Responsible for the smooth and efficient operation of the restaurant, and related guest services through effective direction, leadership and supervision. Continually maintain & exceed all standards of service, guest satisfaction & staff development. Develop an environment within the restaurant, which encourages employees to be happy, motivated & proud of the products and services provided by the restaurant, resulting in a joyful, memorable, relaxed and causal event for the guest. Develop a loyal following amongst guests, thus increasing business and furthering the restaurant's reputation of providing a quality experience.

DUTIES AND RESPONSIBILITIES:

- Participate in the process of finding, interviewing, hiring, training and furthering the abilities of all ORB staff.
- Monitor and motivate all ORB staff members to ensure that they have every opportunity to achieve job satisfaction and career development.
- Participate in the process of disciplining, re-training and terminating ORB staff.
- In conjunction with the Restaurant Manager, conduct periodic performance reviews of all ORB staff.
- In conjunction with the Restaurant Supervisors, maintain and keep current all menus.
- Regularly liaise with the Restaurant Manager/Supervisors/Hosts to keep abreast of any exceptional individual performance issues.
- Keep Restaurant Manager informed of any exceptional individual performance issues.
- Regularly update the ORB procedural manual.
- Produce a weekly schedule for ORB staff, according to business levels and labour budgets.
- Conduct regular meetings for departmental staff.
- Maintain effective communication within ORB.
- Attend weekly Catering Meetings.
- Organize weekly staff pre-shift sessions to introduce features and promotions.
- Become familiar with the computer systems and technology currently in use in the restaurant, and administration as it relates to the restaurant.
- Act as Restaurant Sommelier where required.
- Work with the Assistant General Manager, ensuring that budgeted revenues are met and costs are controlled.
- Any other reasonable duties that may be assigned periodically.

POSITION REQUIREMENTS:

- Minimum 2 years experience in a fine dining restaurant
- Proven ability in managing and supervising, preferably in a restaurant capacity
- Must have a flexible schedule, be highly motivated and quality driven
- Detail oriented yet able to excel while multi-tasking
- Able to accept responsibility and lead by example
- Cash handling and computer skills.
- Excellent communication skills
- Team player
- Able to lift 25 kg