



Assistant Manager

Job brief

We are looking for an Assistant Manager to ensure all daily activities run smoothly and efficiently. Assistant Manager responsibilities and requirements include supervising restaurant staff performance, restaurant operations and have a good understanding of what makes a great customer service. You should also be available to work within opening hours, including weekends and holidays.

Ultimately, you will help minimize operating costs, boost our employee retention and deliver a positive dining experience for our guests.

Responsibilities

- Coordinate communication between front of the house and back of the house staff
- Prepare shift schedules
- Keep detailed records of daily, weekly and monthly costs and revenues
- Arrange for new employees' proper on boarding (scheduling trainings and ordering uniforms)
- Involved in the day-to-day supervision of employees. This would include scheduling, conflict resolution, training and coaching, and disciplining
- Monitor compliance with safety and hygiene regulations
- Gather guests' feedback and recommend improvements to our menus

Requirements

- Work experience in similar position for 2 years
- Prior hospitality experience for 5 years
- Strong **food and beverage background**
- Fluent in English, Italian or Spanish is an advantage
- Excellent in organizing and staff management
- Customer service attitude
- Communication and team management abilities
- Availability to work within opening hours (e.g. late night, holidays, weekends)
- High school diploma, additional certification in hospitality is a plus



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