

# ASSISTANT RESTAURANT MANAGER

Starting salary of £23,000 per annum

5 days on 2 days off

(To include at least one weekend day per week)

40 - 45 hours per week

(Typically, more during the summer months and less in the winter)

DAILY SHARE OF TIPS | WORK IN A BEAUTIFUL SETTING | PREDOMINANTLY DAY TIME SHIFTS |  
20% DISCOUNT ON YOUR MEAL | SCOPE TO PROGRESS

## RESPONSIBILITIES.

To assist in the smooth running of Tremeneere Kitchen considering the following areas.

- Having a strong presence on the floor and offering a warm welcome to guests
- Being aware of the general appearance of our restaurant as guests arrive (Accessibility, tidiness, cleanliness and ensuring a welcoming team are on hand.)
- Maintaining customer service standards and improving where possible.
- Leading the daily breakfast & lunch services & ensuring the team are working efficiently and effectively.
- Staff training & ongoing management of staff.
- Contributing with recruitment and appraisals of staff.
- Problem solving should we encounter staff shortage issues for a shift.
- Ordering necessary stock.
- Stock control/audit
- Till programming where necessary - development of till system.
- Daily admin jobs including.
  - Cashing Up & balancing accounts.
  - Filing to alleviate buildup of paperwork
  - Dealing with enquiries from guests
  - Issuing special request forms to kitchen
  - Checking emails & responding
  - Returning calls from voicemail messages
- Maintaining the cleanliness of the building.
- Keeping an eye on general maintenance and reporting any faults/ breakages/ equipment malfunctions.
- Being the first port of call for group bookings, event & wedding enquiries
- Dealing with complaints from customers & ensuring that they leave satisfied.
- Playing an active role in developing our brand awareness by using Facebook, Instagram, trip adviser etc.