



## Baby Acapulco Mexican Restaurant

**JOB TITLE:** Assistant Manager

**RATE OF PAY:** Salary Exempt

**HOURS OF WORK:** Day or Night Shift as Assigned

**DESCRIPTION:** The Assistant Manager is responsible for managing the daily operations of our restaurant, including the selection, development and performance management of employees. In addition, they oversee the inventory and ordering of food and supplies, optimize profits and ensure that guests are satisfied with their dining experience. The Assistant Manager reports to the General Manager and Director of Operations.

### **WORK DUTIES INCLUDE:**

#### **General**

- Oversee and manage all areas of the restaurant and make final decisions on matters of importance to guest service.

#### **Financial**

- Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labor costs.
- Responsible for ensuring that all financial (invoices, reporting) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with company policies and procedures.

#### **Food safety and planning**

- Enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas. Ensure compliance with operational standards, company policies, federal/state/local laws, and ordinances.
- Responsible for ensuring consistent high quality of food preparation and service.
- Maintain professional restaurant image, including restaurant cleanliness, proper uniforms, and appearance standards.
- Estimate food and beverage costs. Work with Corporate office staff for efficient provisioning and purchasing of supplies. Supervise portion control and quantities of preparation to minimize waste.
- Estimate food needs, place orders with distributors, and schedule the delivery of fresh food and supplies.
- Must be ServSafe certified.
- Will uphold all ServSafe guidelines.



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### **Guest service**

- Ensure positive guest service in all areas. Respond to complaints, taking any and all appropriate actions to turn dissatisfied guests into return guests.

### **Operational responsibilities**

- Ensure that proper security procedures are in place to protect employees, guests and company assets.
- Ensure a safe working and guest environment to reduce the risk of injury and accidents. Completes accident reports promptly in the event that a guest or employee is injured.
- Manage shifts which include: daily decision making, scheduling, planning while upholding standards, product quality and cleanliness.
- Investigate and resolve complaints concerning food quality and service.

### **Personnel**

- Provide direction to employees regarding operational and procedural issues.
- Interview hourly employees. Direct hiring, supervision, development and, when necessary, termination of employees.
- Conduct orientation, explain the Baby Acapulco Philosophy, and oversee the training of new employees.
- Develop employees by providing ongoing feedback, establishing performance expectations and by conducting performance reviews.
- Maintain an accurate and up-to-date plan of restaurant staffing needs. Prepare schedules and ensure that the restaurant is staffed for all shifts.

### **Community Involvement**

- Provide strong presence in local community and high level of community involvement by restaurant and personnel.

**EDUCATIONAL REQUIREMENTS:** High School Graduate

**EXPERIENCE REQUIREMENTS:**

- 1-2 years of restaurant management experience
- Ability to develop constructive working and interpersonal relationships with colleagues and customers
- Problem solving and decision making skills
- Service orientation and excellent organizational skills
- Hands on experience with cash register and any ordering information system



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- Active listening and effective communication competencies
- Good physical condition
- Food safety training will be considered an asset
- Knowledge of computers (MS Word, Excel).
- Proficient in the following dimensions of restaurant functions: food planning and preparation, purchasing, sanitation, security, company policies and procedures, personnel management, recordkeeping, and preparation of reports.
- Must possess a valid driver's license.
- Must be eligible to work in the United States.
- Must agree to background and have the ability to pass a drug test.

### **BENEFITS:**

Partial employer paid health insurance coverage on employee only; employer paid disability insurance coverage on managers only; life insurance coverage; vacation pay; meals provided while on the job.

Currently hiring for all locations. Interested candidates can apply to: [jobs@babyacapulco.com](mailto:jobs@babyacapulco.com) or you can visit the website at: <http://babyacapulco.com/job-opportunities/>

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