

Assistant Manager Job Description

Objective: The manager is responsible for assisting in the operation of a 99 Restaurant, and all its departments. He/she ensures guest satisfaction, sales increases and maximum profitability, in accordance with company goals, policies, and procedures - in support of the company Mission Statement, "We Treat People Right". He/she will assist in recruitment, training, motivation, and development of staff. He/she is also responsible for continued personal development.

Primary Responsibilities:

1. Assists in the daily operation of the unit in accordance with company policies and procedures.
2. Responsible for recruiting, training, certification, scheduling, motivating, and supervising staff in accordance with company policies and standards.
3. Ensures compliance of specific unit goals and adherence to unit budgets through direction and continual communication with GM, fellow managers, KM, and staff.
4. Supervises entire staff when on duty. Provides performance feedback, on-going training, and recommends personnel actions based upon performance and behavior. Conducts performance evaluation and may recommend performance goals and appropriate wage action for employees.
5. Ensures compliance with established company goals, policies, and procedures throughout the restaurant.
6. Assists with purchasing products, goods, and supplies for unit usage.
7. Assists in coordination and implementation of company and in-store promotions, new product rollouts and point of sale materials.
8. Prepares and maintains specific reports, records, and schedules in accordance with company goals, policies, and procedures.
9. Maintains professional standards in accordance with company goals, policies, and procedures.
10. Ensures compliance with State, Federal, and local laws (i.e. alcohol awareness, child labor, wage and hour, OSHA, etc.)
11. Assists with the creation of an annual sales budget.
12. Assists with the creation of quarterly budgets, is responsible for adherence to quarterly budgets.

In addition, managers may be required to perform additional tasks deemed necessary to ensure the smooth operation of their units.

Job Requirements:

- * Prior restaurant experience and/or college degree
- * Basic computer knowledge
- ** **Successful completion of 99 Manager Training**
- * Successful completion of 99 alcohol awareness training
- * Successful completion of 99 safework training
- ** **Successful completion of 99 Administrative Projects**
- * Successful completion of all future company training seminars
- * Successful completion of Food Quality Assurance training/sexual harassment.
- ** **Some job requirements may be satisfied by on the job training.**

Skill Requirements:

Supervisory and leadership skills, organizational skills, training skills, human resource skills, problem solving skills, decision making skills, interviewing skills, communication skills, written and oral skills, basic math skills, analytical skills, time management skills, team building skills, motivational skills

Physical Requirements:

- Standing required 70-80% of the time
- Walking required 30% of the time
- Time spent between breaks - 5 hours
- Ability to lift a maximum of 50 lbs. and a minimum of 1 lb.
- Frequency of carrying: constantly
- Ability to: twist: constantly
- Ability to reach, lift, sit or stand while twisting
- Bend or stoop: occasionally
- Stretch and reach: constantly
- Extension range: 90 degrees
- Climb: stairs
- Push, pull or drag a maximum of 50 lbs. or a minimum of 10 lbs.
- Using dollies, carts, levers, handles
- Kneeling: occasionally
- Hand manipulation: constantly
- Fine dexterity to prepare food/drinks, handle money
- Gross dexterity to carry items
- Must be able to read, write and speak English

Professional Relationships: Nature or Purpose of Contact

1. General Manager and Operations Director:

- * Direction and advice on operation of restaurant.
- * Assistance with formulating strategies for continued management development (including goal setting and continued performance evaluation).
- * Assistance with formulating strategies for continued staff development (including goal setting and continued performance evaluation).
- * Assistance with formulating strategies for improving/increasing business and profitability within the unit.

2. Hourly Employees:

- * To provide direction, motivation, advice and feedback on personal performance and operation of the unit.

3. Guests:

- * To provide high quality food, beverages, and service in a clean warm and friendly atmosphere in accordance with the company's standards.

4. Federal and Local Agencies:

- * To maintain and/or comply with laws and regulations affecting the operation of the unit.

5. Corporate Office Staff:

- * For advice, clarification, and/or direction on current company programs, policies, practices, and procedures.

6. Vendors:

- * To purchase goods and services and insure the highest quality of goods. To treat our vendors with respect as our business partners.

7. Misc. Organizations and Associations:

- * To maintain positive community relations.

Assistant Manager Job Responsibility List

1. Responsible for assisting in maintaining costs and profits according to specific unit goals.
2. Responsible for adhering to and the administration of all current company security/emergency procedures.
3. Responsible for complete knowledge of current company management functions concerning the computer system.
4. Responsible for adhering to and the administration of all current company administrative duties.

Including/but not limited to: daily cash summaries, sales journal, gift card procedures, receiving reports, purchase journal, daily payroll files, weekly/permanent payroll files, daily safe audits, inventory, G/L, P&L maintenance and reconciliation, unit budgets, sanitation issues, Aloha labor schedule.

5. Responsible for adhering to and the administration of all current company policies concerning shift management.
6. Responsible for adhering to and the administration of all current company policies concerning kitchen awareness.
7. Responsible for adhering to and the administration of all current company policies concerning safety.
8. Responsible for adhering to and the administration of all current company policies concerning human resource issues.
9. Responsible for adhering to and the administration of all current company policies concerning marketing.
10. Responsible for adhering to and the administration of unit specific goals, policies and administrative duties.
11. Responsible for adhering to and the administration of all company goals, the company mission statement, "We Treat People Right"

99 Restaurants is part of the American Blue Ribbon Holdings family and an Equal Opportunity & E-Verify Employer