

SEATAC BAR GROUP, LLC.

POSITION DESCRIPTION

JOB TITLE: Assistant Manager
REPORTS TO: General Manager
CLASSIFICATION: Non Exempt

JOB SUMMARY

Responsible for supervising daily operations of company and employee daily tasks.

I. ESSENTIAL JOB FUNCTIONS

- Walk the room/floor and make sure everything (light bulbs, tables, floor, bar etc.) is clean and in place and restaurant is ready to open.
- Confer with Porter from the previous night. Review Porter Checklist to see that all duties have been completed and provide proper instruction.
- Review schedules to know which employees are working.
- Count tills and check safe to verify change banks.
- Sign out knives for kitchen and log nightly.
- Check liquor cage, soda boxes, CO 2 and kegs. Refill any items that require immediate attention.
- Check for stock at bar and kitchen to ensure product and supply are available.
- Check Flights through out your shift, recommend sending staff home early if business is slow.
- Random line and walk-in checks (check dates in walk-in, temps. and methods etc.) Also, be sure to do the same for the bar and to constantly walk the floor to do quality checks.
- Liquor inventory in both bars
- Remove empty kegs from walk in and replace empty liquor bottles on holsters.
- Sign knives in and lock up
- Pull reports to ensure all employees are clocked out.
- Secure gate and make sure its closed and locked upon your departure.
- Attend special meetings and training as scheduled by the Management.
- Follow all security and safety procedures established and governed by SeaTac Airport, OSHA, Washington State Health Department, and Seatac Bar Group, LLC.
- Greets customers and prepare food orders when necessary.
- Ensure proper food handling procedures are followed by employees, including wrapping, labeling, dating, and stocking, storing, rotating, and checking temperature of products.

- Projects a professional appearance and a positive attitude at all times.
- Assists with a variety of kitchen-related functions as needed.
- Perform job assignments as directed by management.

II. EDUCATION, EXPERIENCE, AND CERTIFICATION:

- 4-year degree or 4 years of job-related experience in high volume restaurant
- Health Card and Mixologist Permit.

III. MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES: (Minimum qualifications needed to perform essential job functions).

- Familiar with POS systems.
- Able to visually see during all activities.
- Able to hear, speak, read and comprehend instructions short correspondence and policy documents, as well as converse comfortably with customers, vendors, coworkers, and management.
- Able to compute basic Arithmetic.
- Ability to use sound judgment and solve problems effectively.
- Ability to work well with others.
- Effective interpersonal skills.
- Effective written, listening, and verbal skills.
- Ability to be proactive.
- Ability to identify and use resources to improve overall operations.
- Knowledgeable in Microsoft Office Applications: Word, Excel, Power Point, etc.
- Knowledge of Seatac Bar Group, LLC. policies and product, service, quality, equipment, and operations standards.

IV. PHYSICAL DEMANDS: (Physical Requirements to perform Essential Job Functions)

- Frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 lbs.
- Walking or standing 100% of the time, including movement on slick and/or narrow surfaces
- Frequently operate registers and/or calculators.
- Consistently handle product preparation.
- Frequently lift and/or reach for product preparation, stocking and inventory.

- Consistently push to open and close doors to the facilities and storage rooms, as well as cooler and freezers.
- Frequently stoop to pick up supplies and trash.
- Working with extremely hot appliances and cooking items regularly.
- Use tools or equipment requiring a high degree of dexterity regularly.

V. EQUIPMENT AND ENVIRONMENTAL CONDITIONS: (Machines, devices, tools, etc., used in job performance and the conditions under which the job is accomplished).

A. Equipment (Most Frequently Used):

Fryers, ovens, stoves, common cleaning tools- broom, mop, etc.; dishwasher, common kitchen tools- knives, serving utensils, sharp objects, office equipment, and other necessary equipment.

B. Environmental Conditions:

- Subject to both inside and frequent outside environmental conditions; work activities occur both inside and outside.
- Subject to extreme cold; temperatures below 32 degrees for periods of time in freezers.
- Exposed to extreme heat: temperatures reaching 80-95 degrees frequently around fryer and warming lamps.
- Exposed to hazards, which includes moving mechanical parts, electrical current, and exposure to high heat of chemicals and food such as cooking oils.
- Subject to one or more of the following conditions: fumes, odors, dust, mists, gasses, or poor ventilation.
- Subject to frequent high levels of noise.

****This position description is a general overview of the work performed by Seatac Bar Group, LLC. employees and is not an absolute list of responsibilities, duties, and skills required. Additionally, this does not constitute a contract of employment and is subject to change without prior notice at the discretion of the employer. Reasonable accommodations may be considered upon request.**