

Chef Lisa Dahl Restaurants Job Descriptions

Position Title: Assistant Front of the House Restaurant Manager

Property: Dahl and DiLuca Ristorante Italiano

Responsibilities: Responsible for assisting in the management of all aspects of the restaurant, dining room and function rooms
Assists Restaurant Manager in the Direction and maintenance of a service and management philosophy which guides and leads team members

Requirements: Active Food Handlers Card required
Previous experience in restaurant management

Duties:

- Act as assistant to the restaurant manager in all of their duties at the request of the restaurant manager
- Assist in POS administration; Review Sales for previous day; resolve issues with accounting
- Act as back up to the host/hostess in the restaurant during dinner service
- Help manage the floor during the dinner service as assigned by the restaurant manager or in lieu of the manager in his/her absence
 - Plan and implement floor logistics including server and busser sections, table settings and guests special requests
 - Ensure servers and bussers have an equitable and fair distribution of guests in a well paced environment
- Make sure side work is assigned and completed by servers and bussers both at the beginning and end of service
- Make sure dining room, bus stations, storage area and bathrooms are ready for service
- Communicate misconduct or other staff problems to General Manager and/or Owner
- Monitor staff for tardiness, readiness to work, assign side work as needed
- Conduct with the restaurant manager or in lieu of pre-shift staff meeting to discuss specials, work assignments, and pertinent issues.
- Review and take reservations with host and follow up on special requests and pre assign tables if needed
- Cover or make sure all closing duties are done
 - Make sure POS tables are closed, send credit card batch at end of service
 - Ensure lights are all off, all doors secure, kitchen equipment, soup warmer, bread warmer, hood system are all turned off
 - Arm alarm
- Security
- Responsible for maintenance of refrigerator temperature logs if requested by the restaurant manager

Skill Set:

- Good verbal and written Communication skills
- Pleasant personality which allows the ability to multi-task between customers, staff, and back of the house
- Organized and willing to be back up to the restaurant manager in all situations