



**Position Title:** Assistant Restaurant Manager  
**Reports To:** Restaurant Manager/Sommelier  
**Department:** Miami Culinary Institute  
**Prepared By/Date:** John Richards/11-30-2010  
**Approved By/Date:** John Richards/01/22/2011  
**Revised:** Martha Arrieta/01/21/2011

**Job Code:** 4186  
**Job Group:** PENC  
**Salary Grade:** 12  
**FLSA Status:** Exempt

**Summary:**

The Assistant Restaurant Manager is responsible for managing restaurant operations and personnel for the Restaurant/Café/Catering under the direction of the Restaurant Manager for the world class culinary arts facility.

**Essential Duties and Responsibilities:**

- Responsible for guest satisfaction
- Supervises and trains service staff
- Monitors labor costs and accurate beverage and supplies inventory
- Utilizes and maintains MICROS functions
- Maintains safety and sanitation regulations in all outlets
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of profit and loss statements
- Knowledge of food and wine pairing
- Knowledge and skill of the MICROS point of sale system for retail
- Strong leadership and interpersonal skills to manage staff
- Demonstrate diplomacy and have the ability to establish positive relationships with all internal/external users, staff, management, etc.
- Ability to set, achieve and demonstrate high level of guest/employee service standards
- Ability to function well in an advanced food-energy-business technological environment
- Ability to handle guest comments and complaints
- Ability to work in a multi-cultural and multi-ethnic environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to lift 60 pounds and work long hours including weekends.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and three (3) years of experience in a leadership role in service operations for the Restaurant/Café/Catering **or** Associate's degree and seven (7) years of work experience where at least two of those years are in a leadership role in service operations for the Restaurant/Café/Catering

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name