



Assistant Manager Job Description

Nature of Employment

- Managers are expected to work 50-55 hours per week
- Most weeks will consist of five, 10 hour work days, however, managers may be required to work six days occasionally to accommodate time off requests for other leaders or if coverage is needed for the store for any other reason

Front of House Operations

- Aid in writing and executing annual reviews
- Create and review weekly schedule for FOH/BOH
- Execute payroll
- Responsible for guest recovery both in store and online
- Check out FOH and BOH staff at the end of each shift to ensure side work is completed accurately
- Help execute repair and maintenance items for the store

Administrative

- Place orders for all vendors efficiently, accurately and on time
- Address emails related to the store by the end of each shift
- Code invoices for accounting purposes and organize them appropriately
- Correctly reconcile cash from deposit on every shift
- Monitor spending and have awareness regarding cost of goods and profit and loss statements
- Aid in executing catering quote set up within the store as well as execution
- Complete inventory for the whole store at the end of every period including weighing, counting and entering data into inventory spreadsheets

Leadership

- Open or close store daily, coming in to shift on time, prior to the rest of the team if opening
- Hold team accountable for attendance and being on time
- Adjust or communicate inaccurate clock-in times
- Create employee documentation through Mlog, written verbals and disciplinary forms
- Train new hires on Worth specific procedures, culinary, cultural and hospitality procedures
- Maintaining awareness of the level of business in the store and cutting or calling in staff appropriately to ensure that shifts run smoothly, avoiding unnecessary overtime
- Look for opportunities to teach team members new skill sets for both culinary and hospitality skills

Benefits

- Shift meal (\$13)



- Half off all meals for yourself and a guest on days off
- Half off merchandise
- Health Insurance with contribution
- Consistent work schedule
- Paid Time Off:
 - Year one of leadership: 2 weeks
 - Year three of leadership: 3 weeks
 - Year five and beyond of leadership: 4 weeks

Paid Time Off does not need to be accrued, the leadership employee is eligible for paid time off immediately. PTO does not roll over into consecutive years, it must be used or it is forfeited upon the employee's anniversary of employment. Employees are not eligible to be paid out for time at the end of employment, by ending employment either voluntarily or through termination, the employee loses any rights to paid time off.