



Rigalettos
ITALIAN RESTAURANT

Assistant Restaurant Manager

This is an exciting opportunity for an experienced Assistant Manager. Working closely with the Restaurant Manager, your knowledge, experience and passion for high quality customer service will vastly contribute to this well established Italian Restaurant.

The position will encompass the following roles and responsibilities:-

- Assisting the Restaurant Manager and managing the restaurant and staff in their absence.
- Coordinating the front of house restaurant operation during scheduled shifts.
- Cash handling, completing accounts and cashing up at the end of the shift and banking of money and managing change requirements for the floats.
- Assisting the Restaurant Manager in the management of staffing and resources to provide an efficient service.
- Assisting in the recruitment and training of staff and supervising them on shift.
- Organising and supervising the shifts of waiting and bar staff, producing a weekly rota according to the business needs.
- Meeting and greeting clients face to face and on the telephone, taking table reservations making sure that the diary is well managed.
- Dealing directly with clients, ensuring that all their individual requirements are met and dealing promptly and professionally with any customer complaints.
- Maintaining high standards of quality control, hygiene and health and safety.
- Assisting with restocking the bar area in accordance with stock rotation guidelines.
- Adhering to the licensing objectives in accordance with Legislation.
- Carrying out quality control checks to ensure the service is operating at a high standard.

Hours of work

Required to work five days from seven on a rota basis in accordance with the needs of the business. Including lunchtimes, evenings and weekends, (split shifts required). Average of 40 hours per week.

The successful candidate will have the following skills and competencies:-

Essential

- Demonstrable successful experience of working in and managing a restaurant.
- A proven track record of successfully managing a team, delivering a quality service to customers.
- Ability to deliver relevant training to staff.
- Ability to effectively manage resources against budget and business plans
- Previous experience of using EPOS systems.
- Ability to identify current market trends and ability to implement these trends into the business
- GCSE's or equivalent in English and Maths.
- Basic hygiene qualification as a minimum.

Desirable

- Personal Licence Holder.
- First Aid at Work
- Certificate for Fire Marshal
- NVQ Level 2 or 3 in Hospitality Management
- Health and Safety level 2

- Costings and GP Management Personal Licence Holder

The wage for role even is circa £16,000 per annum

For further details of the role and the person specification please visit:

<http://www.dwstadium.com/information/recruitment/> to view the job description and read our guidance for applicants.

To apply for the position please complete the application form and return via post to HR, Wigan Athletic, DW Stadium, Loire Drive, Wigan, WN5 0UZ or e-mail to jobs@dwstadium.com

Closing date for applications is Friday 9th December 2016

Due to the volume of applications, only those who are shortlisted for interview will be contacted.

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