**TRF Employment positions**

Assistant Manager:

Welcome to The Red Feather!

We are looking for an assistant Manager who will team up directly with the General Manager and drive our concept through the roof. We are a unique, one-of-a-kind wine bar with light fare food service in our area. Our wine program is well curated to complement our food offerings menu ex., Charcuterie Boards, Flat Breads, wings among others. The ideal candidate to join our community family must have passion for service to both, our guests, and our team. Basic wine knowledge is a plus but not necessary as we will provide that training during the pre-opening and on post-opening. Kitchen experience is also a plus, but training will be provided, our kitchen style is assembly only. Nothing from the grill, yet a high quality and concise menu.

In addition to this, here are key responsibilities to help with our team’s success:

Continually lead, coach, inspire and strive to develop your staff in all hospitality, Beverage and culinary standards related to their position in conjunction with the General Manager.

Shape the restaurant culture to ensure that all guests feel welcome and are given responsive, friendly, and courteous service.

Support the BOH standards to ensure that all food and products are consistently prepared according to the restaurant’s recipes, portioning, cooking and serving standards.

Protect the safety all team members, both BOH and FOH by ensuring that all equipment is kept clean and kept in excellent working condition by following the restaurant’s procedures.

Embrace the training and strive for continuous development in the Kitchen and Dining Room to ensure knowledge of all policies, procedures, standards, specifications, and guidelines.

Assist the General Manager in any areas of responsibilities, such as scheduling team members for a specific work group, by accommodating flexible schedules, posting schedules in advance and anticipating business activity while ensuring positions are staffed and labor cost objectives are met.

Assist the General Manager during pre-opening interviews.  Proactively recruit team members constantly that meet or exceed The Red Feather Image and Standards in order to maintain a high-quality level of service our guest deserve.

Ensure that Steps of Service are always followed and motivate front of house staff to engage and provide great service to every table.

Assist when may be needed in Responsibly handling cash, including but not limited to assigning drawers, computing employee checkouts, computing, and delivering tip share, and delivering bank deposits within required time. Responsibly handle Credit Card transactions including but not limited to verifying and initialing applied tips, obtaining copies of identification and credit card for all manually entered credit card transactions. Responsibly handle Petty Cash- responsible for cash variances.

Support the General Manager with FOH and BOH training, develop, Coaching, warning, counseling, terminating all employees and ensure that all such events are properly documented in accordance with our handbook policy.

Maintain a fun, playful atmosphere FREE of intimidation, discrimination, harassment, poor attitude, and poor work performance. We are serving our community and our community is also our team.

Effectively execute food, drink, event, contest, and merchandise promotions in conjunction with the General Manager.

 Practice sound inventory control. Daily and monthly. Adhere to all recipes, specs and expiration dates of food and beverage.

 Dress and act professionally each day to set a good example for all employees. Absolutely no fraternizing with hourly team members unless it is a company sponsored event/activity. No dating or engaging in relationships with hourly employees.

Uphold standards of cleanliness per Health Code and periodic Quality Assurance checks.

Ensure that alcohol is always served responsibly and in accordance with the law. 100% of servers, bartenders and managers TABC certified at all times at any time.

Be excited as we are in this upcoming opening. Let’s begin pouring wine, host amazing food, cheer to life creating sharing memories with our guests. Faithfully make The Red Feather the spot our community so many needs and deserve!

EDUCATION and/or EXPERIENCE

Must have at least one year experience in supervising restaurants and/or bars.

LANGUAGE SKILLS

Ability to effectively communicate in the English language. Spanish communication skills are extremely helpful.

REASONING ABILITY

Ability to process trend reports for meat and bread usage and compute a proper order using past usage, events, weather or anything else outside the four walls as a guideline. Ability to apply common-sense understanding to carry out multi-step instructions. Ability to deal with quickly changing situations with many variables. Ability to mathematically compute proper change, accurately perform checkouts for employees, and compute correct bank deposits.

CERTIFICATES, LICENSES, REGISTRATIONS

Must attend Orientation and agree to policies and procedures as outlined The Red Feather’s Manager Training. Must attend and successfully complete The Red Feather Manager training program prior to working a shift without supervision. Must successfully attend and complete all other required training in compliance with local and state regulations, such as food and/or alcohol service certifications.

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 role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this role, it is regularly required to stand for up to 10 hours; walk; use hands and fingers to handle, feel, or carry objects, product, or controls; and talk or hear. The assistant manager must occasionally lift and/or move up to 50 pounds Specific vision abilities required by this role include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Type: Full-time

Pay: $40,000 per year. 45 hours a week, Most time 2 days off consecutively.

Benefits: ?

Sing in Bonus/ 6 month commitment bonus.

Free Meals while on duty.

Free wine training including tasting.

Education:

High school or equivalent (Preferred)

Experience:

Restaurant supervisor/management: 1 year (Preferred)

License/Certification:

Driver's License (Required)