

# CityFlatsHotel

Job Posting

## ***Assistant Restaurant Manager***

**Organization Name:** CityFlatsHotel Port Huron, LLC

**Reports to:** General Manager, Restaurant Manager

**Job Location:** Port Huron, MI

### **Position Summary:**

CityFlatsHotel is seeking a hands-on, energetic, service-oriented individual for its Assistant Restaurant Manager for ***theKitchen, theBar***, and its seasonal ***Fair Weather Grill*** (featuring ***CityFloats***) within the boutique style hotel. This dynamic candidate will assist the Restaurant Manager with all aspects of all three entities, and prepare all liquor orders for bars located in the Hotel/Event Spaces. This entails handling day-to-day operations, ordering, managing resources and employees, and creating a safe, fun environment for staff and patrons. This position will promote and grow the business, schedule, hire and train bartenders, and ensure guests are receiving excellent drinks, food, and service.

### **Responsibilities & Duties:**

- Work daily with Event Coordinators to prepare liquor and beverage orders
- Responsible for all aspects of ***theKitchen, theBar***, and the seasonal ***Fair Weather Grill***
- Manage the business aspects of all three entities: keep a current liquor license, negotiate supplier contracts, take inventory and reorder, manage budgets, and set goals
- Hire and train staff to provide excellent service to patrons
- Create effective schedules and quickly resolve conflicts to ensure the bar is well staffed during peak hours
- Set and enforce quality and safety controls
- Ensure licenses are update and in line with current legislation
- Work with diverse personalities both on staff and patrons
- Plan and take part in promotional events
- Diffuse tense situations between patrons or staff members to prevent possibly safety or legal issues, eject unruly persons, if needed
- Maintain a fun, safe, atmosphere for patrons

### **Qualifications & Skills:**

- Restaurant or management experience or more education is generally preferred
- Strong understanding of business management and accounting principles
- Excellent computer, problem-solving and customer service skills
- Exceptional communication and interpersonal skills
- Ability to diffuse tense situations and resolve conflicts
- Willingness to work during peak hours, including nights, weekends, and holidays
- Effectively delegate responsibilities and maximize resources
- Ability to walk, stand, and occasionally carry heavy items on a fast-paced stressful environment
- Strong craft beer and wine knowledge
- Comfortable in designing and creating new drinks
- TIPS & ServSafe Certified
- High school diploma/GED

