

Burger Boy is seeking candidates for an Assistant Restaurant Manager position in San Antonio, Texas.

Qualified candidates will have:

- 3 – 5 years' experience in a quick service restaurant.
- Prior management/supervisor experience preferred.
- High school diploma or equivalent.
- Degree in Restaurant Management or related field preferred.
- Strong computer skills especially in Microsoft Word and Microsoft Excel.

Typical duties include:

- Assists monitoring compliance with health and fire regulations regarding food preparation and serving and building maintenance in dining facilities.
- Assists monitoring food preparation methods, portion sizes, garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Assists counting money and making bank deposits.
- Investigates and resolves complaints regarding food quality, service or accommodations.
- Assists coordinating assignments of personnel to ensure economical use of food and timely preparation.
- Assists with scheduling and receiving food and beverage deliveries and checks delivery contents to verify product quality and quantity.
- Assists monitoring budgets and payroll records and reviews financial transactions to ensure that expenditures are authorized and budgeted.
- Assists Maintaining food and equipment inventories and keeps inventory records.
 - Schedules staff hours and assigns duties.
- Assists establishing standards for personnel performance and customer service.
- Assists in training workers in food preparation, service, sanitation and safety procedures.
- Observes and evaluates workers and work procedures to ensure quality standards and service.

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day-to-day. The candidate selected for employment will be required to submit to a criminal background check, education verification and drug test.

Competitive Pay and Comprehensive Medical, Dental, Vision and Life Insurance Benefits.

Equal Employment Opportunity Employer M/F/D/V