

**Job Description:**

Vandalay Brands is a multi-concept restaurant group serving the greater Chicagoland area. We are currently looking for a creative and motivated **Assistant General Manager** to work at our Napolita Pizzeria & Wine Bar in Wilmette. In this position, the Assistant General Manager will assist in drawing up weekly schedules, order merchandise, and assist the General Manager with training, hiring, and planning. This person should be comfortable delivering performance feedback, set goals, foster teamwork and clearly communicate business objectives. The AGM must be able to competently perform duties in the absence of the General Manager.

Responsibilities:

- Directly manages, develops, and coaches hourly employees.
- Aids in recruitment and hiring of hourly staff, in conjunction with BOH.
- Ensures that all team members are successfully trained.
- Facilitates proper communication between all departments; provides proper coaching and counseling.
- Ensures a positive and creative work environment for all team members and management.
- Ensures that all products meet Vandalay Brands high quality standards and guest expectations.
- Enforces responsible alcohol service management, practices, and training.
- Be aware of all necessary data for the budget; projects annual food cost; labor costs monitor actual financial results and takes corrective action where necessary to help assure that financial goals are met.
- Consult with the team about food production details of special events being planned.
- Ensures that Food and Beverage, COGs, controllable expenses, and labor costs are within budget.
- Monitors labor cost and team member scheduling on a pre-shift basis according to budgetary goals, while maintaining appropriate staffing levels to ensure quality guest experience.
- Provides coordination, direction, motivation and coaching to ensure proper levels of service are provided.
- Monitor purchase orders to define if deliveries are correct and checking purchase orders for clarity.
- Learn our inventory system and assist in weekly inventory and invoice entering.

Supervisor Qualifications:

- Minimum 2 years management experience in the Hospitality
- Base knowledge of Legal and HR issues with regard to the hospitality industry. Federal, state and local laws regarding liquor, labor and health codes / statues.
- Proficient in Microsoft Office and Google Suit
- Bilingual (Spanish) Preferred
- Demonstrate excellent verbal and written communication skills.
- Ability to understand and follow written verbal instructions.
- Knowledge of Toast Tab Preferred
- Knowledge of Neapolitan Style Pizza.