



Vandalay Brands is a multi-concept restaurant group serving the greater Chicagoland area. We are currently looking for an Assistant General Manager to work at Napolita Pizzeria & Wine Bar located in Wilmette, IL. In this position, you will be helping out the General Manager to ensure that day to day business operations run smoothly. This person should be comfortable delivering performance feedback, set goals, foster teamwork and clearly communicate business objectives.

Floor Manager Responsibilities:

- Directly manages, develops and coaches the FOH hourly employees
- Ensures that all team members are successfully trained
- Facilitates proper communication between departments and provides proper coaching
- Delegating daily tasks and making sure restaurant is running smoothly.
- Ensures a positive and creative work environment for all team members and management
- Addressing any issues in a timely manner (customer and staff related)
- Ensures that all product meets Napolita's high quality standards and guest expectations
- Enforces responsible alcohol service management, practices and training
- 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
- Responsible for the upkeep of the physical elements and atmosphere of the venue (i.e. music, lighting, temperature, cleanliness, line of sight, repair)
- Ensures team and guest safety, while maintaining an exciting environment with joyful energy
- Ensures that venue inspections are at, or above company standards; substandard items are addressed and corrected in a timely manner
- Ensuring company policies and procedures are followed.
- Perform light payroll duties such as checking timesheets and distributing tips when closing.
- Must be able to competently perform duties in the absence of the General Manager.

Floor Manager Qualifications:

- Minimum 2 years management experience in the Hospitality Industry.
- Basic 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 Suite
- Demonstrate excellent verbal and written communication skills.
- Ability to deal effectively and professionally with diverse individuals at all organizational levels.
- Ability to understand and follow written verbal instructions.
- Ability to multi-task and manage time effectively.
- Knowledge of Toast Tab Preferred
- Knowledge of Neapolitan style pizza.