



TACO BELL

JOB DESCRIPTION

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| JOB TITLE: | Assistant Manager |
| DEPARTMENT/ SUPERVISOR: | Restaurant General Manager |
| JOB SCOPE: | <ul style="list-style-type: none"> Serves as the lead assistant to the Restaurant General Manager and provides additional management coverage of operating hours and direct supervision of operations in an individual unit Full responsibility for specific financial controls, Team training assignments, and the screening of prospective employees under the direction of the Restaurant General Manager Performs hands-on work to Develop Team Trainers and Shift Leads/MIC's and assists as needed to train employees, respond to customer service needs, or otherwise role model appropriate skills and behaviors in the restaurant Managers provide overall leadership; recognize and motivate members of the team, and coach and train the team for operational excellence Are Passionate about Living the MTB Core Values, Driving Customer Service, and Helping Others |
| POSITIONS SUPERVISED: | Shift Lead(s) Kitchen Leader, F.O.H. Leader, Inventory Specialist and Restaurant Team Member(s) |
| JOB QUALIFICATIONS: | <ul style="list-style-type: none"> High School Diploma or GED preferred 1-3 years experience in either a food service or retail environment including Profit & Loss responsibility. Serv Safe Certified Basic business math and accounting skills Strong interpersonal and conflict resolution skills Good oral/written communication skills Strong analytical/decision-making skills Basic personal computer literacy |
| CORE RESPONSIBILITIES: | <ul style="list-style-type: none"> Assists in management of day-to-day operations by managing labor, counting inventory and supplies, and developing the restaurant team Analyzes sales, labor, inventory and controllable's on a continual basis, and takes corrective action to meet or achieve daily or weekly margin and sales growth targets Ensures that facility and equipment are maintained to company standards on a day-to-day basis Supervises others efficiently and coordinates their work Principle trainer for new crew members, and conducts formal crew performance appraisals, providing regular feedback during Bench Planning process Assists with scheduling labor, ordering food and supplies Ensures Occupational Safety & Health Act, local health and safety codes, and company safety and security policy are met Assists Profit & Loss management by following cash control/security procedures, maintaining inventory, managing labor, reviewing financial reports, and taking appropriate actions Participates in recruiting, interviewing, and hiring team members; conducts performance appraisals, takes disciplinary action, motivates and trains |
| One Source Certification Required: | <ul style="list-style-type: none"> Complete - All One Source Training from Team through Assistant Manager Book and OTJ's. Complete Shift Lead Book – Course and OTJ's. MIC Certificating completed by Area Coach. Has completed all of knowledge on -MTB Process Check for Assistant Manager from MTB Support Website. |