

Comfy Cow, LLC Job Description

Job Title: Assistant Manager
Reports to: Store Manager
FSLA Status: Non-exempt (hourly)

Summary of Position:

Under the supervision of the Store Manager, the Assistant Manager will provide leadership to the operations of The Comfy Cow store to which he/she is assigned in order to develop The Comfy Cow brand through excellent customer service, creating an encouraging work environment that enhances and develops each employees potential, and assisting the Manager in any way necessary for the success of the store and each individual.

_____ ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that all employees are thoroughly trained according to prescribed training programs and that they demonstrate competence
- Keep team trained and up to speed on company changes/ requirements
- Keep the store operating under Comfy Cow culture
- Monitor staffing in store and cover any shifts that may need covered
- Ensure that business is conducted in a way that fosters the enthusiasm, integrity, satisfaction, and high performance of all employees
- Keep the store on brand within requirements noted in the Operations Manual
- Keep labor costs and food costs in line with budget
- Prioritize customer satisfaction
- Keep employees satisfied by tracking turnover, employee feedback, and ongoing development
- Make purchases and orders with cash flow in mind (keep in line with the budget)
- Keep the store clean and up to code
- Assist the manager in tracking inventory and reporting any discrepancies to the Operations Manager
- Display any marketing materials sent from the marketing team
- Maintain the safety and security of employees, customers and store
- Supervises clerks and team leaders at designated store.
- Prepare deposits and ensure the deposits are taken to the bank or given to the courier on specified days
- Other responsibilities as assigned

_____ QUALIFICATIONS/SKILLS/EXPERIENCE

- Minimum 6 months leadership experience in the food industry
- High-energy, positive attitude, and the ability to select and hire top-notch team
- Self-motivated with a strong sense of initiative and ownership
- Reliable transportation

- Computer proficiency w/Internet, Microsoft Word, Excel
- Ability to effectively manage multiple business issues and activities
- Management skills to effectively assess, develop, motivate and direct staff within the areas of responsibility

EDUCATION

- Minimum High School graduation or equivalent

PHYSICAL DEMANDS include the following. Other duties may be assigned.

- Walks or stands for long periods of time
- Minimum commitment of 30-40 hours a week.
- May be required to lift up to 50 lbs.
- Required to operate equipment set at standard height
- Must reach, bend, stoop, lift, wipe
- Some repetitive motion may be required
- Must be able to access all small wares or product at varying heights of storage

WORK CONDITIONS

- Must be able and willing to work weekends and holidays
- Fast-paced restaurant environment, sometimes stressful
- Frequently may work in excess of 8-hour shifts
- Hazards include, but not limited to, slipping, tripping, burns, cuts, abrasions and falls.
- Some driving possibly required

NOTE: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.