



The Dragon Fire Grill

Job Title:	Assistant Manager	Job Category:	E1-Salary
Department/Group:	Operations	Job Code/ Req#:	E34
Location:	Boardwalk Amusement Park	Travel Required:	No
Level/Salary Range:	\$22,500 - \$25,500	Position Type:	Full-time
HR Contact:	Ian Draco	Will Train Applicant (s)	No

Applications Accepted By Mail:

Ian Draco, Owner of The Dragon Fire Grill

C/o Professor Perry
Kennesaw State University
1000 Chastain Road
Kennesaw, GA 30144

Job Description

SUPERIOR BENEFITS...COMPETITIVE SALARIES...ADVANCEMENT OPPORTUNITY! If you're ready for a job that sizzles with potential, you're ready for The Dragon Fire Grill. While managing a startup concept restaurant, you will develop skills in Accounting, Human Resources, Training, Marketing, Sales Building, and Cost Controls.

We realize that in order for our managers to be successful in an ever-changing business environment, we must devote time, effort, and commitment to their on-going development needs. Our Management Development Program is the best in the business. The program is well defined, comprehensive, and always on the cutting-edge of new learning initiatives. For the last few years we have sent our Assistant Managers through a full day "challenge by choice" team-building exercise at the YMCA Camp Arrowhead in Victor, NY. While learning about teaching, coaching and working together, our managers get out of the restaurant and into some fun. They find themselves accepting and accomplishing challenges they never thought possible.

Our outstanding benefit package includes, life, medical, dental, and vision insurance, short-term and long-term disability insurance, flexible spending plan, company matched 401(k), quarterly bonus program, paid vacation time, personal days, clothing allowance, tuition assistance and much more.

Whether you have management experience or just starting out in your career, we have programs to meet every development need. You will receive the on-going educational support that is designed to help you meet your career goals.

The restaurant is only the beginning. A commitment to do the best job possible, regardless of the task, is evident throughout our organization. We offer real career opportunities. If you are motivated and want to test your potential, Carrols is the perfect place for you.

If this sounds like you, and would like to be part of a great team and work with people who care, please submit your resume today.

Role and Responsibilities

Leadership

As an assistant manager you will need good leadership skills. It is not uncommon for assistant managers to roll up their sleeves and help with the various job duties and responsibilities of the workers they supervise. Leading by example is one of the best ways to show and develop leadership skills. That also helps establish rapport with your associates and gain their respect. Workers are willing to listen and cooperate when they see the assistant manager involved.



The Dragon Fire Grill

Delegation

One of the key responsibilities of an assistant manager is delegation. In the manager's absence, the assistant manager will be responsible for a number of tasks that they will not be able to perform alone. Assistant managers will need to delegate, with authority, the different job duties and responsibilities necessary to ensure that the work place runs effectively and efficiently. They may have to delegate duties to many employees while performing their own duties and tasks.

Hiring/Interviewing

When a company has a hiring need, many times it is the assistant manager who plays a vital role in the screening of applicants and the interviewing process. They will have input regarding who gets hired because they will have first hand knowledge about a prospective employee. Assistant managers need to be skilled in the art of interviewing which help them determine who would make the best candidate for the job.

Schedule

Assistant managers need to be flexible in terms of their work schedule. Many times assistant managers must work on the weekends, during holidays and also fill in for the late-night schedules. If an employee calls in sick, the assistant manager may have to fill in for that employee. There have been situations in which assistant managers have worked back-to-back shifts.

Reports

As an assistant manager, you may be called upon to analyze and interpret reports associated with the office or department. Sometimes there will be variances that have to be accounted for. It will be the assistant manager's job to review the reports and find the reason for the discrepancy. The difference could be the result of an employee's performance or a profitability factor. The assistant manager may have to audit the reports and come up with the necessary explanation and then report her findings to the manager.

Corrective Measures

When employees are not meeting their objectives, the assistant manager may have to step in and provide the necessary action plan to correct the deficiency. An assistant manager may have to provide training, coaching, and mentoring designed to help an employee overcome his or her shortcomings.

Qualifications and Education Requirements

College degree preferred. High school graduation or equivalent required. Preference given to applicants with some college. One-year experience in food industry.

Preferred Skills

- Detailed
- People Orientated
- Excellent Communicator
- Professional
- Team Leader

Reviewed By:	IDraco	Date:	8/10/2018
Approved By:	IDraco	Date:	8/10/2018
Last Updated By:	IDraco	Date/Time:	8/10/2018