



**THE RICE HOUSE**  
ASIAN FUSION CUISINE  
**JOB DESCRIPTION**

**Job Title:** Assistant Manager

**Status:** Part-Time or Full - Time

**Supervisor:** Restaurant Manager & Owner

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**JOB SUMMARY:**

The Assistant Manager is responsible for motivating and inspiring the restaurant team to achieve store productivity goals. The Assistant Manager assist the Restaurant Manager in analyzing week to date, period to date, and year to date sales to help develop action plans to increase sales. This includes being responsible for managing budgets to ensure store contributions is on target, ensure the collective skills of the staff are performing at a high level, and maintain positive customer experience.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

- Effective manages store operations ensuring consistency and compliance with restaurant policies.
- Assist the Restaurant Manager in restaurant duties and responsibilities.
- Oversee and maintain a welcoming environment for the customers ensuring excellent customer service & food quality.
- Assist the Restaurant Manager in providing a strong leadership presence among the staff.
- Having keen knowledge of restaurant menu items.
- Knowledgeable of restaurant operations and workflow
- Closing cash drawer down and preparing cash drops
- Handling cash and making change
- Working with vendors regarding product orders and restaurant maintenance.
- Collaborate with Restaurant Manager in identifying training needs for staff and help in providing ongoing training opportunities for team as needed.
- Responsible for assisting Restaurant Manager in delivering feedback and coaching for restaurant staff.
- Ensure company standards are being met and upheld for staff & restaurant appearance.
- Collaborate with Restaurant Manager to plan, coordinate and execute all plan of actions for the restaurant.



- Work with Restaurant Manager on scheduling staff and adjustments as needed to maximize sales.
- Responsible for checking all pricing, signage, and displays are correct and operational.
- Receives regular deliveries and stocks restaurant items in a timely manner.
- Responsible for inventory control and reordering items when needed within budget.
- Enforces all company health, safety, and security policies & procedures.
- Performs all additional tasks & duties given by manager and owner.