



the three chimneys®

Role Profile for:

## **ASSISTANT RESTAURANT MANAGER**

The person holding the above position will report directly to the Restaurant Manager of The Three Chimneys, Colbost, Isle of Skye. The role of Assistant Restaurant Manager will involve daily liaison with the Restaurant Manager, Head Chef and Guest Services Manager.

The Assistant Restaurant Manager will have a high public profile as a leading member of the Front-of-House Restaurant team, and will ensure that professional standards of top-quality, 5-Star customer care and service are maintained at all times in every area of our Food and Beverage operation.

### **Specific Tasks**

- Working together with the Restaurant Manager, the Assistant Restaurant Manager will assist with organising and supervising lunch and dinner service, ensuring appropriate standards of service and customer care are maintained throughout the Restaurant.
- To provide professional waiter table service.
- To ensure that appropriate cleaning and preparation procedures are adhered to at all times, both before and after service, together with essential fire and safety checks.
- To take a leading role in all professional bar, beverage and wine service as appropriate.
- Assist with training and supervising Restaurant staff in all of the above duties, as appropriate and as agreed with the Restaurant Manager and Senior Management Team.
- To take responsibility for Restaurant billing and till procedures, credit card and cheque transactions, in conjunction with the Restaurant Manager.
- To assist with all planning and administration associated with the Restaurant for day-to-day and also long term operations.

- To assist with any special arrangements for occasions outwith the normal routine, such as weddings, small formal gatherings and other events in conjunction with the Restaurant Manager.
- To assist with Breakfast Service in The House Over-By if required.
- To assist with recruitment, training, development and supervision of Restaurant Front-of-House staff at all levels. Liaising with the Senior Management Team, as appropriate and as directed.
- To play a leading role in guest liaison at all times and to encourage all Front-of-House Restaurant staff to communicate well with guests. To set a standard of smart personal appearance and provide the warmth of welcome that is expected from all of our team.
- To deputise for the Restaurant Manager during his or her absence as directed.
- To oversee the safety and security of The Three Chimneys at all times and to ensure a safe working environment and the safety of all guests.
- To attend management meetings when invited, in connection with all Food and Beverage Service in the Restaurant and The House Over-By.
- To participate in the overall management structure of The Three Chimneys, together with the Senior Management Team. With the clear aim of working towards absolute continuity of service standards, sustained business profitability and strategic development, both immediate and long-term.
- Please apply with a covering letter saying what attracts you to working at The Three Chimneys and your most recent CV to Paul Hughes, General Manager, The Three Chimneys: [paul@threechimneys.co.uk](mailto:paul@threechimneys.co.uk)

Feel welcome to be in touch if you would like to ask any questions. We look forward to hearing from you.