



# Job description

## Assistant Manager

The Assistant Manager Job Description document outlines the core responsibilities and accountabilities of an Assistant Manager.

**Wild Peeta®**  
**02-Sep-08**



## Assistant Manager's Job Description

|                     |  |
|---------------------|--|
| <b>Company</b>      | Wild Peeta                                   |
| <b>Job Title</b>    | Assistant Manager                            |
| <b>Reports to</b>   | Manager / Managing Partner                   |
| <b>Subordinates</b> | Kitchen Personnel /Delivery Staff / Stewards |
| <b>Job Type</b>     | Full-time                                    |
| <b>Hours</b>        | 9 hours per day                              |
| <b>Pay Type</b>     | Monthly                                      |
| <b>Wages</b>        | -  |
| <b>Location</b>     | Dubai  |

---

### ***Summary of Position:***

Oversee and coordinate the day to day operations of the business. Plan, organize, train, and lead as necessary to achieve stated objectives in sales, costs, employee retention, guest service and satisfaction, food quality, cleanliness and sanitation.

---

### ***Duties & Responsibilities:***

- Understand completely all policies, procedures, standards, specifications, guidelines and training programs.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking, and serving standards.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.
- Fill in where needed to ensure guest service standards and efficient operations.

- Prepare all required paperwork, including forms, reports, and schedules in an organized and timely manner.
  - Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
  - Ensure that all products are received in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.
  - Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
  - Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair, and consistent corrective action for any and all violations of company policies, rules, and procedures.
  - Fully understand and comply with all federal, state, county, and municipal regulations that pertain to health, safety, and labor requirements of the restaurant, employees and guests.
  - Carry out restaurant marketing, advertising, and promotional activities and campaigns.
- 

***Qualifications:***

- Be at least 21 years of age.
- Be able to communicate and understand the predominant language(s) of the restaurant's trading area - English (Must), Arabic (Advantage), others (Nice to have).
- Have knowledge of service and food and beverage, generally involving at least three years of front-of-the-house operations and/or assistant management positions.
- Possess excellent basic math skills and have the ability to operate a cash register or POS system.
- Be able to work in a standing position for long periods of time (up to 9 hours).
- Be able to reach, bend, stoop, and frequently lift up to 50 pounds.
- Must have the stamina to work 50 to 60 hours per week.
- Driving license is preferable but not essential.

# Company Mantra

## ***Company Profile:***

### **About us**

Wild Peeta is a DUBAI-based Quick-Service-Restaurant (QSR). We primarily sell products such as Wild Peeta Sandwiches (fusion Shawarmas) and Wild Paradise Salads. Our preparation method is highly interactive and almost all our dishes are prepared on the spot to achieve the highest level of freshness and taste

### **Vision**

Wild Peeta® is the only food service establishment of its kind anywhere. We aim to grow profitably and become the first internationally standardized fast food franchise originating from DUBAI.

### **Mission Statement - "The Four Pillars"**

The company's goal is that of a multi-faceted success. Our first responsibility is to the financial well being of the restaurant. We will meet this goal while emphasizing "The Four Pillars" of our establishment:

- FOOD that is fresh, tasty, and creative in presentation.
- SERVICE of the highest standard, which is timely and reliable. We believe and apply that quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction, and skillful execution.
- RESPECT – 'Do the right thing'. The highest quality of attitude, fairness, understanding, and generosity between management, staff, customers, and vendors. Additionally, we are strong supporters of the local business community (especially Small Business Enterprise) and believe in giving our living earth the highest level of respect.
- AMBIENCE that is intelligent, pleasing and creative.

Awareness of all these factors, and the responsible actions that result, will give our efforts a sense of purpose and meaning beyond our basic financial goals.

**Association**

Wild Peeta is a proud Member of the Sheikh Mohammed Bin Rashid Establishment for Young Business Leaders.